

**WHAT TO EXPECT AT THIS YEAR'S ANNUAL TOWN MEETING
SATURDAY, SEPTEMBER 12, 2020 AT 9:30AM**

PLEASE ARRIVE EARLY

In an effort to make this year's unprecedented Annual Town Meeting as safe as possible for our residents, we are implementing the following procedures. With your help and cooperation, Annual Town Meeting can take place in a safe and responsible manner.

- **WHERE: THE MEETING WILL BE HELD OUTSIDE IN THE OPEN AIR UNDER A TENT BEHIND THE WEST MIDDLE SCHOOL LOCATED AT 70 SHAWSHEEN ROAD.** We have arranged for a significant number of attendees. There will be individual chairs set up, as well as pairs of chairs for members of the same household. We ask that you please not move any chair from its original placement.

PLEASE ARRIVE EARLY TO ENABLE US TO START ON TIME!

- **PARKING:** will be available in the West Middle School, High School and Collins Center parking lots. There will be handicap parking available in the West Middle School lot for those who need it as well as the High School lot by the tennis courts.
- **CHECK IN:** will start at 8:45AM and will be at the four corners of the tent. **PLEASE ARRIVE EARLY!** You can check in at any table. You can either give your name and address, or the **quickest way** is to provide your license to be scanned to verify you are a registered voter. It will be very easy and very efficient.
- **FACE COVERINGS:** are required and must be worn throughout the meeting. As we all know, not everyone who has COVID-19 is symptomatic. Wearing a face covering reduces the risk of transmitting the virus to others, and each of us has a responsibility to protect one another. If you do not have a mask, we can provide a mask for you to wear. No one will be turned away from Annual Town Meeting. However, if you are unable to wear a mask due to a medical condition or disability, you will be directed to a peripheral area for your own protection and the protection of others.
- **MEETING PROTOCOLS:**
 - In order to limit the exposure time to one another, I am going to ask that speakers to the meeting be as clear and concise as possible. **If someone has already made your point, please do not repeat it.**
 - At the start of the meeting, I will ask the voters if they are interested in limiting comments to two minutes rather than three minutes. The meeting of course will make that decision. The presenters will be given the usual five minutes. Both these time limits can be modified at the discretion of the Moderator, if that is the will of the meeting.
 - There will be three stationary microphones for Meeting Members to use for comments and debate. Microphones will be wiped down between speakers. When approaching the microphone to speak, please maintain a six-foot separation from others waiting to speak.
- **HAND SANITIZER:** will be available for use.

- **FOOD:** This will be an outdoor meeting that will last until we finish the Warrant. Please feel free to bring a lunch or snack. There will be water available.
- **DRESS CODE:** Of course, please feel free to wear your **BEST COVID CASUAL** attire!

Please do not attend Town Meeting if the answer to any of these questions is yes:

- Are you feeling sick?
- Are you having symptoms (fever, cough, shortness of breath, chills, muscle pain, headache, sore throat, or new loss of taste or smell)?
- Have you been exposed to someone with confirmed or suspected COVID-19 within the last 14 days?

Thank you in advance for abiding by these atypical procedures in order to keep us all safe and conduct the business of our Town! It is my hope that we will finish the meeting in one day on September 12th. As you all know, I trust and count on the collective wisdom of the Town Meeting. I will do my best to move debate along, to be as fair as possible to all attendees and to finish the business of our Town in this session. I look forward to seeing you all there!

Sincerely,

Sheila

Sheila M. Doherty
Town Moderator

ANNUAL TOWN MEETING PARKING MAP

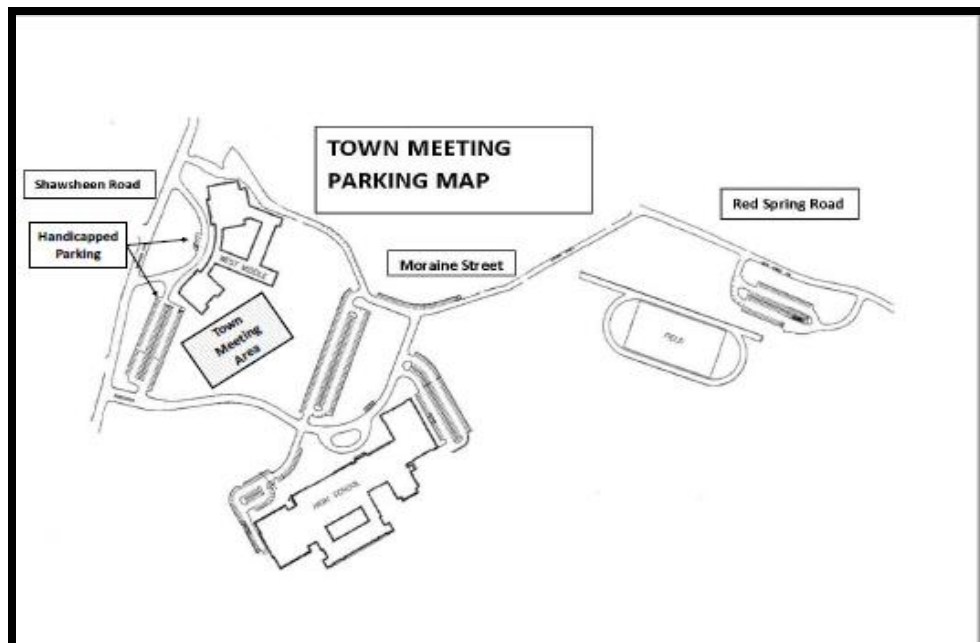


TABLE OF CONTENTS

	PAGE
Welcome to Town of Andover 2020 Annual Town Meeting	6
Finance Committee Letter.....	7
Section I Tax Calculations and Projections.....	14
Proposition 2 ½ and Andover	15
Tax Bill Projection and History	16
New Growth and Andover’s Property Tax Levy Calculation.....	18
Taxation and Budget Basics.....	19
Section II Overview of Revenue and Expenses	21
Town of Andover Budget Model.....	22
Sources of Funds.....	23
Uses of Funds.....	24
How the Average Single Family Tax Bill is Allocated.....	25
Long Range Financial Projection.....	26
Free Cash	27
Columbia Gas Update.....	28
CARES.....	29
Section III How Your Taxes are Spent: Contractual and Capital Appropriations.....	30
Fixed Costs: A Continued Rise.....	31
Employee Retirement Benefits	32
Retirement Pensions and OPEB.....	33
Conceptual Long-Term Funding Approach.....	34
Retirement Fund.....	35
Pension Obligation Bonds.....	35
Graph of Bond Payment vs. UAAL.....	36
Debt Service.....	37
General Fund Non-Exempt and Exempt Debt	38
Section IV How Your Taxes are Spent: Town and School Operating Budgets.....	39
Town and School Operating Budgets	40
Town and School Employees (FTEs)	41
What is an FTE	42
Expenditures by Town for School Department.....	43
Section V The Warrant: Articles.....	44
Call to Order	45
 ARTICLE	
1 Annual Town Election	46
2 Election Not Required by Ballot.....	46
3 Salaries of Elected Officials.....	46
4 FY2021 Budget.....	47
5 FY2021 Capital Projects Fund.....	50
6 Pension Obligation Bond Special Legislation	50
7 Financial Housekeeping Articles	51
7A Budget Transfers.....	51
7B Supplemental Budget Appropriations (<i>expected to be withdrawn</i>)	51
7C Stabilization Fund.....	51
7D Free Cash	52

7E	Unexpended Appropriations.....	52
7F	Unexpended Appropriations Capital Projects Fund.....	52
7G	Fiscal Year 2021 Revolving Accounts.....	53
7H	Peg Access and Cable Related Fund Expenses.....	54
8	Minor Finance Articles.....	54
8A	Overlay Surplus Transfer.....	54
8B	Elderly/Disabled Transportation Program.....	55
8C	Support for Andover Day.....	55
8D	Spring Grove Cemetery Maintenance.....	55
9	General Housekeeping Articles.....	56
9A	Grant Program Authorization.....	56
9B	Road Contracts.....	56
9C	Town Report.....	57
9D	Property Tax Exemptions.....	57
9E	Contracts in Excess of Three Years.....	57
9F	Accepting Easements.....	58
9G	Rescinding Bond Authorizations.....	58
10	Granting Easements.....	58
11	Unpaid Bills.....	58
12	Chapter 90 Authorizations.....	59
13	Jerry Silverman Fireworks.....	59
14	School Department Revolving Account.....	59
15	Sale of Town Yard Property and Portion of Lewis Street.....	60
16	Discontinuance of a Portion of Lewis Street as a Public Way.....	61
17	Taking by Eminent Domain of Town Yard Property & Discontinued Portion of Lewis St.....	62
18	Bald Hill and Tewksbury Street Land Swap.....	62
19	Appropriation from Elder Services Program Stabilization Fund.....	63
20	Stabilization Fund Bond Premium.....	63
21	Water Treatment Plant Maintenance.....	64
22	Capital Projects from General Fund Borrowing.....	64
23	Zoning Bylaw Amendment – Solar Bylaw.....	65
24	Capital Projects from Free Cash.....	68
25	Capital Projects from Special Dedicated Funds.....	68
26	Capital Projects from Water and Sewer Enterprise Funds.....	69
27	Automatic Sprinklers.....	70
28	Community Choice Aggregation.....	70
29	Acquisition of 157 Andover Street.....	70
30	Acceptance of General Law Provision: Consolidate Maintenance Functions of Schools/Town.....	71
31	Lease of Land at the Water Treatment Plant to Federal Aviation Administration.....	71
32	Zoning Bylaw Amendment: Table of Use Regulations Temporary and Seasonal Placement of Tables and Chairs.....	72
33	Zoning Bylaw Amendment – Section 5.2 Sign Bylaw.....	72
34	Zoning Bylaw Amendment – Section 10 Definitions.....	80
35	Zoning Bylaw Amendment – Banners in the General Business District.....	80
36	Establishment of Water Advisory Commission.....	81
37	Dedication and Naming of Fire Station.....	81
Section VI Letters from Chairs.....		82
	Select Board Chair.....	83
	School Committee Chair.....	85

Section VII Town of Andover Annual Report Summary.....	87
Town Manager Letter	88
Town Financials.....	90
Section VIII Moderator’s Town Meeting Comments	102
Section IX Appendix	108
Links to Resources	109
Revenue and Expenditure Projections FY2021-FY2025	110
Projection within Proposition 2 ½ with Unbalanced Budget.....	112

WELCOME TO ANDOVER'S 2020 ANNUAL TOWN MEETING

The Finance Committee has prepared this report to provide you with information on the warrant articles on which you will be voting during the meeting. The report is comprehensive, intended to give you historical context as well as current information relevant to your vote. The report has several sections, summarized below and further itemized in the Table of Contents.

Section I of the report has information about Proposition 2 ½, how your taxes are calculated, and the impact of the FY2021 budget on your tax bill. This information begins on Page 14.

Sections II – IV will inform you about revenues and expenses as well as how Andover's spending is allocated between capital projects and operating budgets.

Section II of the report contains a general overview of Andover's revenues and expenses, with written matter, graphs, charts and explanations to help you understand the proposed FY2021 budget. This section may be found on Page 21.

Updated summaries of special revenues outside our normal budget such as the Columbia Gas Settlement funds are also in this section.

Section III of the report provides information on Andover's proposed capital expenses for FY2021 and begins on Page 30.

Section IV provides information on FY2021 departmental operating budgets and begins on Page 39.

Section V of the report begins on Page 44 and contains the 2020 Annual Town Meeting Warrant. There are 37 articles on which to vote. Each article is followed by a brief explanation in a gray box, and the financial impact of a 'yes' or 'no' vote on the average tax bill is also noted.

Although certain articles may be withdrawn, we are still obligated to print them in their entirety. To conserve paper, we may reduce the font size drastically for articles that will be moved to be withdrawn.

Section VI of the report contains letters from Shannon Scully, School Committee Chairperson and Laura Gregory, Chair of the Select Board.

Section VII of the report contains a financial summary taken from Andover's 2019 Annual Report, and a cover letter from Andrew Flanagan, Andover Town Manager.

Section VIII contains a message from Sheila Doherty, Town Moderator, followed by information about Town Meeting processes and procedures.

Section IX is our Appendix with links and other reference material.

Please feel free to reach out to anyone on the Finance Committee if you have questions about any of the material contained in our report.

Eugenie M. Moffitt, *Chair*

Town of Andover Finance Committee



TOWN OF ANDOVER
36 BARTLET ST.
ANDOVER, MA 01810
www.andoverma.gov

August 17, 2020

To the Citizens of Andover:

The Finance Committee (FinCom) recommendations in this report are meant to help voters make well-informed decisions at our September 12, 2020 Annual Town Meeting. As we look ahead to the rest of Fiscal Year 2021 (FY2021), the economic impacts from the COVID-19 pandemic are still evolving. Our immediate goal is to recommend a FY2021 budget to voters that is fiscally responsible and sustainable given what we know right now, and what we can reasonably anticipate moving forward. We know that there will be changes ahead.

For the past seven months, the pandemic has redefined the way we govern Andover. The Town Offices were closed to the public. Meetings have been held remotely, elections were delayed, and Town Meeting was postponed four times. Constantly changing financial information necessitated development of three separate versions of the FY2021 budget, and these interim budgets will be summarized later in this letter.

EARLY CONTROL MEASURES

The Town Manager, with the approval of the Select Board, took early steps to manage the pandemic's impact on Andover. The Budget Planning Working Group was formed to analyze potential financial impacts. A spending freeze and hiring review process were implemented on April 1st. COVID-19 related costs have been separately tracked and will be submitted for reimbursement under the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act. This Act provides funding for Massachusetts municipalities' expenditures incurred due to the public health emergency and is explained more fully on Page 29 in this report.

On the School side, Superintendent Berman and the School Committee had already implemented a freeze on spending prior to COVID-19, driven by an unexpected large increase of approximately \$809,000 in out-of-district Special Education (SPED) tuition in FY2020.

JUNE 30, 2020 (FY2020) FISCAL YEAR-END SUMMARY

These early controls yielded results, and preliminary FY2020 end-of-year financial reports were encouraging. Combined Town department operating budgets ended the year with a surplus of \$1.6 million, despite increased expenses in fire and police overtime, personal protective equipment (PPE), solid waste, sanitation equipment and community services. Offset receipts were reduced, as expected, and ended the year with a deficit of \$156,223.

Local receipts normally account for approximately 6.4% of the Town's overall revenues, and it was anticipated that revenues from local option taxes (meals and lodging), licensing and permits, motor vehicle excise taxes and investment income would be less than anticipated in Quarter 4. Surprisingly, local receipts finished the year with a surplus of \$1,905,498, buoyed by two large one-time permitting fees already in the pipeline totaling \$526,172, and a non-recurring reimbursement from the Federal Emergency Management Agency (FEMA) in the amount of \$463,865 for storm damage incurred in 2018.

The Town expects to return approximately \$3.4 million to free cash as of FY2020 year-end.

Collection of other revenues, including property taxes, continued to be strong.

The Andover School Department applied for and obtained \$344,015 from the Massachusetts Special Education Extraordinary Relief fund to partially offset the high SPED tuition costs, with the balance paid from the district circuit breaker account.

In-district SPED transportation costs were significantly higher than originally anticipated.

Mandated school closures due to COVID-19 resulted in certain School Department savings including decreased school building operating costs and decreased costs for substitute teachers. Most notably, Andover joined eight other public school districts to negotiate an agreement that resulted in a 22% discount (\$300,000) on busing services from March 16 through year-end. These FY2020 savings were largely offset by increases in sanitizing equipment and support for mandated remote learning. Increased costs for remote learning in FY2020 include online software licensing and special education teletherapy that has been provided to SPED students at a cost of \$2,500/month.

The School Department's preliminary end-of-year financials indicate FY2020 spending in the amount of \$85,929,808, the full amount appropriated.

The steps the Town and School took early on avoided negative fund balances thus eliminating the need for layoffs or furloughs as of FY2020 year-end.

THE FY2021 BUDGET REVIEW PROCESS: FEBRUARY, MAY AND AUGUST

February

Prior to Governor Baker's March 10th declaration of a state of emergency, Andover's FY2021 budget review process began as usual, with the February publication of the Town Manager's budget. The Finance Committee, Select Board and School Committee all voted to approve the February budget, as well as the financial articles in the preliminary Annual Town Meeting 2020 Warrant. The FinCom's key concerns in February, most notably the need to aggressively address the continued growth of our unfunded liabilities, have not changed.

The February budget anticipated revenues from all sources, including Water and Sewer Enterprise Funds, in the amount of \$211,698,353. General fund revenues were projected to be \$192,888,196, a 5.15% increase from FY2020.

May

Pursuant to the Governor's Stay-at-Home advisory, business and school closures occurred throughout Massachusetts. As of mid-May, COVID-19's financial impact to the Commonwealth of Massachusetts was estimated to be \$6B, with no information regarding if and when the legislature would be able to agree on its FY2021 budget. Of particular concern was the lack of a commitment by the legislature for State Aid to municipalities, specifically school funding (Chapter 70) and Unrestricted General Government Aid (UGGA).

The May budget anticipated lower revenues from all sources of \$206,867,223 total, (\$188,057,126 in general fund revenues) reflecting expected significant reductions in State Aid and local receipts. It addressed expected decreases in revenues, it deferred certain capital projects, it preserved an adequate free cash balance, and it continued to contribute to our unfunded liabilities, although the contribution was reduced from \$1.7 million to \$1.4 million.

Free cash appropriations for capital improvements in February were proposed at \$3,560,000. In the revised May budget, net appropriations from free cash increased to \$4,028,870. Capital Projects totaling \$2,200,000 were moved from Article 5 (FY2021 Capital Projects Fund) to Article 24 (Free Cash) as a funding source. This was partially offset by the subtraction of \$1,200,000 for a Turf Field Complex at High Plain/Wood Hill, which was postponed in the May budget. Free cash appropriations included \$3,870 in unpaid bills, and \$565,000 for the purchase of 157 Andover Street, a property adjacent to the Ballardvale Fire Station.

Property taxes account for 73-75% of Andover's annual revenues. The revised May budget assumed no decrease in property tax collections for FY2021.

The revised May budget was approved by the FinCom and the Select Board. The School Committee chose not to vote on its proposed operating budget figure of \$88,439,912, down from \$89,246,700. This was in part because the amount Andover could expect to receive in Chapter 70 funds was not yet known.

The Interim One-Twelfth (1/12) Budget

Andover began FY2021 on July 1st without an approved budget due to multiple postponements of Town Meeting. Emergency legislation was passed to allow municipalities to operate on a month-to-month basis, with the approval of the Select Board and the Department of Revenue, until a FY2021 budget could be voted. Known as the one-twelfth (1/12) budget, this is how Andover paid its bills for the first quarter of FY2021. The approved amounts were \$17,101,886 in July and \$30,056,287 in August. September's 1/12 budget will be \$17,255,286.

August

On July 30th, the Massachusetts Senate, House, and Governor's Office announced that they had jointly committed to level fund unrestricted local aid and Chapter 70 educational aid, guaranteeing an amount not less than what was funded in FY2020. For Andover, Chapter 70 funding will be not less than \$11,668,291. Unrestricted general government aid will be not less than \$1,897,423.

The Town Manager presented a revised budget to the FinCom on August 12th. In this budget, revenue from State Aid is approximately \$2.7M more than the May budget anticipated. This additional revenue has allowed for the *full restoration* of operating budget reductions for the Town and School Departments and the amounts are now consistent with the original February budget. Furthermore, the full proposed February retirement fund contribution has also been restored and, for FY2021, a total of \$1.7M over the required contribution will be appropriated to the retirement system.

The funding sources for capital projects has also shifted, in order to reduce the reliance on free cash for capital projects. The proposed August budget, if passed, will leave a healthy free cash balance of \$6.1M, one of the highest balances in Andover's history.

The revised FY2021 budget is \$208,980,366, a 3.87% increase over the FY2020 amount of \$201,175,383. Articles 4 and 5 propose to appropriate \$197,825,031 and \$1,911,108 respectively. The Town Department budget increases by \$1,389,549 (3.3%) and the School Department budget increases by \$3,316,892 (3.86%). Major estimated revenue sources and expense category data can be found on Pages 112 and 113 respectively. Budget details can be found in this report.

The revised FY2021 budget was approved by the FinCom and the Select Board. The School Committee's standing vote on the February budget aligns with the current recommendation.

TOWN BUDGET HIGHLIGHTS AND TRENDS

The Town budget is funded primarily through Warrant Articles 4, 5, 22, 24, 25, and 26.

Retiree benefits (pension and retiree health insurance) and current employee health insurance expenses continue to be major contributors to increased budget growth. The Town Manager has taken strides to control these expenses; however, the FinCom has emphasized the need for more aggressive actions to be taken by the Select Board and the Retirement Board during the course of the FY2022 budget development cycle.

The FY2021 appropriation to the Retirement Fund is proposed to increase by 19.28% (\$2.2M) from the current budget per the existing funding schedule. This includes the required 7.2% contribution plus an additional \$1.7M one-time appropriation.

The Town of Andover's Contributory Retirement System Actuarial Valuations are prepared every 2 years. The preliminary January 1, 2020 report may be found at www.andoverma.gov/prelim2020.

The January 1, 2020 preliminary actuarial valuation calculated the Unfunded Actuarial Accrued Liability (UAAL) at \$146.9 million. At the July 30, 2020 Retirement Board meeting, the Board voted to decrease the long-term expected rate of return on its investments and the discount rate used to value pension liabilities from 7.0% to 6.25%, with an expected 0% return for 2020. The date when the pension plan will be fully funded was also extended from 2035 to 2037.

The change in the discount rate and term will increase annually the amount the Town must contribute to the plan from 7.2% to 8.4%, further restricting funds available for departmental operating budgets. The actuary is in the process of finalizing the January 1, 2020 preliminary valuation which should be available soon.

The retirement fund's investment return for the first 6 months of 2020 was 5.3%, an unrealized loss of approximately \$9 million.

Article 6 would allow Andover to take a first step necessary in the event the Town chooses to move forward with a Pension Obligation Bond as a possible way to fund our liability. The FinCom supports Article 6.

Solid Waste and Recycling costs continue to increase, not just for Andover but across the entire country due to new policies instituted by other countries and market forces. Solid waste expenses will increase by 7.2% and recycling by 23.3% resulting in a \$344,258 increase in FY2021. Early indications point to a further increase in FY2022.

Within Town departments, personnel growth continues to be restricted, with new positions and vacancies carefully evaluated. In alignment with Select Board objectives, a Sustainability Coordinator position was added to develop and oversee the Town's greenhouse gas minimization approaches. A part-time, non-benefitted Land Manager position was added to assist in conservation land maintenance.

The new Division of Collaborative Support Services was established and will serve as the umbrella under which the Office of Wellness and Recovery, and Andover DIVERSE (Diversity, Inclusion, Values, Respect, Support and Education) will now operate. No new employees were added.

SCHOOL DEPARTMENT BUDGET HIGHLIGHTS AND TRENDS

The formula by which the State calculates Chapter 70 funding for schools was revised in November 2019. The Student Opportunity Act (SOA) provided long-needed financial reform to many high-need communities, but not to Andover. Instead of the anticipated 2-4% increase in Chapter 70 funds, Andover's increase was only 1.48% (\$172,200). Now, with the Commonwealth struggling with its own budget challenges, funding for the SOA has been postponed.

School Committee Chairman Shannon Scully's summary of key School Committee issues, including the budget, is in the Chairs Letters section of this report on Page 85.

Seven of the eight School Collective Bargaining Agreements expire this summer. The School Committee has settled one and is in ongoing negotiations for the rest. The new contracts will be a primary school budget driver in FY2022.

Although total enrollment is projected to continue to decline slightly, the percentage of SPED students continues to increase. Between FY2018 and FY2020, there was a 6.2% increase in special needs students, with 21.6% of our students now falling into one of the 13 special education disability categories defined by the Massachusetts Department of Elementary and Secondary Education. Addressing the needs of our SPED students is necessary, but costly, and extends to related services in addition to classroom work. Transportation costs for our SPED students have escalated.

The pandemic completely disrupted Andover's educational system. The cost to reopen schools with appropriate safeguards is unknown, if, in fact, schools can open at all. The cost to develop a hybrid learning model, partially remote, is unknown. The cost of providing transportation that complies with recently issued state social distancing guidelines is unknown.

PROPERTY TAX IMPACT OF THE FY2021 BUDGET

Because the FY2021 average assessed value of single-family residential property will not be known until the fall, and because the Select Board uses that valuation to set the tax rate, our estimation of next year's tax increase shown below is only that: an estimate. A property tax increase of 4.66% is estimated for the average single-family tax bill.

IF ALL THE WARRANT ARTICLES FUNDED BY TAXATION ARE PASSED AT TOWN MEETING AS PRESENTED, THE AVERAGE SINGLE-FAMILY RESIDENTIAL PROPERTY TAX BILL IS PROJECTED TO INCREASE BY 4.66%.				
FY2020 AVERAGE ASSESSED VALUE	FY2020 TAX	FY2021 ESTIMATED TAX	PERCENT INCREASE	DOLLAR INCREASE
\$681,094	\$10,223	\$10,700	4.66%	\$477
More detailed projections and explanations may be found on Page 25 of this report.				
This year's budget maintains \$300,000 in excess levy capacity as seen in prior years. If taxed to the levy limit, we estimate the average residential property tax bill will increase by 4.85% to \$10,719.				

The Town Manager develops his annual budget in accordance with Proposition 2 ½ while making reasonable assumptions regarding new growth, local receipts and State Aid.

There were changes in the way your property tax bill will be calculated that went into effect this year. Those changes will impact the amount of property tax you will owe.

First, New Growth was previously estimated based on a five-year historical average. As recommended by the Revenue and Expenditure Task Force in its January 2020 “*Budget Commentary*”, a ten-year average is now being used.

The Senior Citizen Property Tax Exemption passed by Town Meeting in 2018 went into effect this year. A total of 150 applicants qualified for a total exemption amount of \$156,521. This amount is offset by an increase in the residential tax rate for the fiscal year for the exact amount exempted. The increase to the FY2020 average residential tax bill to cover the exemption amount is \$13.62, or an increase of 0.13%.

The FinCom report last year estimated a tax increase to the average single-family home of 3.83%, slightly higher than the ten-year average of 3.65%. Surprisingly, the actual increase for FY2020 was only 2.51%. This year’s estimated tax increase is 4.66%, higher than the 3.65% target.

This two-year variation results from a complicated set of unusual circumstances and is explained in depth on Pages 19-20 of this report.

COLUMBIA GAS SETTLEMENT: UPDATE ON PROJECTS FUNDED BY THE PROCEEDS

At a Special Town Meeting on June 19, 2019, voters approved a Warrant article to establish capital fund accounts for specific improvements to be funded with the \$16,965,000 Columbia Gas settlement funds. A summary of the funded projects and funds spent to date is in this report on Page 28.

CHANGES TO THE TOWN MEETING WARRANT

The final Warrant was signed by the Select Board on May 18th and contains a total of 37 articles. The Warrant and recommendations begin on Page 44 of this report. Note that numbering of Warrant articles changed from the preliminary Warrant to the final Warrant.

In an effort to make Town Meeting more efficient, housekeeping articles have been consolidated into a ‘consent agenda.’ A consent agenda is a voting practice that groups routine appropriations into one Warrant article. The consent agenda may then be moved in one single vote, rather than voting on each line item separately. These articles are typically not controversial and are usually voted on quickly. The opportunity for questions and clarification of the individual items is always available at Town Meeting. Article 7 groups financial housekeeping Articles A-H, and Article 8 groups minor financial Articles A-D.

Capital projects have been reorganized in the Warrant based on funding source rather than presented as individual articles. Article 22 lists capital projects from general fund borrowing. Article 24 lists capital projects from free cash. Article 25 lists capital projects from special dedicated funds, and Article 26 lists capital projects from Water and Sewer Enterprise funds. The exact itemization and amounts of each of these will be presented at Town Meeting.

IN CONCLUSION

As noted earlier, the Finance Committee will publish an online supplement to this report as new information becomes available.

The FinCom would like to acknowledge the Town and School’s senior management and department heads for keeping our community safe and for maintaining continuity of service during a time of crisis. They are a highly committed and professional group.

We appreciate the concerted effort made by our colleagues who worked collaboratively through the many iterations of the budget development process. Constant re-evaluation of rapidly changing data required persistence and patience. Thank you to all who made themselves and their data available to assist us in the preparation of this report.

We also acknowledge the contributions made by our recently retired committee member, Bojay Taylor, particularly his input and analysis on pension obligation bonds. And we also welcome our two new members, Mary Ellen Logee and Kevin O'Handley.

Please join us at Town Meeting on Saturday, September 12th at 9:30AM. Your participation is important.

The Finance Committee

Eugenie M. Moffitt, Chair
Andrew Betts, Vice-Chair

Linn N. Anderson	Spiro A. Christopoulos	Mary Ellen Logee
Paul F. Russo, Jr.	Paul Monticciolo	
Kevin O'Handley	John Barry	

SECTION I
TAX CALCULATIONS AND PROJECTIONS

PROPOSITION 2 ½ AND ANDOVER

WHAT IS PROPOSITION 2½?

Proposition 2 ½ refers to a Massachusetts law enacted in 1980 that places strict limits on the amount of property tax revenue a community can raise through real and personal property taxes. This revenue is called the **Tax Levy**, or just **Levy**. Proposition 2 ½ limits how much the levy can be increased from year-to-year. The maximum amount a community can levy in any given year is called the **Levy Limit**.

Under Proposition 2 ½, a community's levy limit increases automatically by two factors: 1) an incremental increase of 2.5% of the prior year's levy limit (hence the law's nickname); and 2) a dollar amount derived from the value of new construction and other growth in the local tax base since the previous year. This second factor is called **New Growth**. The 2 ½% increase and new growth number are both added to the prior year's levy limit to reach the current year's levy limit.

It is important to understand that the 2 ½% increase limitation applies only to the Levy Limit, and not to your property tax bill. It is a common misconception that Proposition 2 ½ restricts the amount your property tax bill can increase to 2 ½%. Increases in New Growth will also impact your property tax bill. Andover's New Growth history is shown on the next page.

A community may not tax in excess of its Levy limit, but it may tax an amount lower than the Levy Limit. The difference is called Excess Levy capacity. For the past several years, Andover's Select Board have voted to tax below the levy limit, holding \$300,000 as excess levy capacity. This reduces the increase in property taxes and the burden to the taxpayer. For additional detail on your tax projections, please see pages 16-17 of this report.

A community cannot exceed its levy limit without voter approval. If Town Meeting votes to spend more than the Town can expect to collect in revenues, Proposition 2½ provides local options for increasing the Levy Limit by passing, by majority vote in an election, an override, capital outlay exclusion, or debt exclusion. **The Levy Limit can be increased only by popular vote in a referendum, not by Town Meeting.**

By passing an **Override** a community can assess a specific amount of property taxes in addition to its Levy Limit. The ballot question can specify the use of these additional revenues for the first year. An override results in a permanent increase in the Levy Limit. It is intended for funding ongoing programs. No overrides have successfully been approved by voters in Andover.

By passing a **Debt Exclusion** a community can assess additional taxes to pay the debt service (principal and interest costs) for a specific capital project. The additional amount is added to the Levy Limit for the life of the debt only. Each year that a payment must be made for that project, the Levy Limit is first calculated as usual and then the extra amount from the debt exclusion is added. Unlike overrides, exclusions do not become part of the base used to calculate future years' levy limits. Andover voters have approved debt exclusion overrides for the construction of new school buildings.

By passing a **Capital Outlay Expenditure Exclusion** a community can assess additional taxes to pay for a specific project or major equipment purchase. The additional amount to pay for the project is added to the Levy Limit only for the year in which the project is undertaken. The amounts excluded for these one-time expenditures do not become part of the base. Capital outlay exclusions can only be used for expenditures that could be bonded.

The Massachusetts Department of Revenue has published an excellent, easy to understand publication entitled *Levy Limits: A Primer on Proposition 2 ½*. This publication is on the Town of Andover website at this link: www.andoverma.gov/prop2half

TAX BILL PROJECTION AND HISTORY

Estimating the FY21 Property Tax Increase

There are many variables affecting property tax rates and residential property tax bills.

The table below shows what would happen if the average residential property tax bill required to fund Town and School budgets within Proposition 2½ escalates at 3.51% per year – a reasonable estimate based on historical trends.

After including the additional taxes to pay for approved debt exclusions and taxing up to the Proposition 2½ levy limit after a year with \$1.134 million in excess levy capacity results in a projected 4.85% increase for the average single-family property tax bill.

However, the Town Manager’s recommended budget maintains \$300,000 in excess levy capacity, resulting in a projected 4.66% increase for the average single-family property tax bill.

The table below illustrates the impact of maintaining a \$300,000 excess levy capacity for FY2021 through FY2023. If new growth is more than what is currently projected and this results in additional excess levy capacity, the average residential property tax bill increases could be lower.

Fiscal Year	Tax to Levy Limit within Prop 2 ½	Tax Due to Debt Exclusion	Projected Avg. Single Family Tax Bill	% Increase	Projected Avg. Single Family Tax Bill (\$300k Below Levy)	% Increase
FY2021	\$10,493	\$226	\$10,719	4.85%	\$10,700	4.66%
FY2022	\$10,861	\$195	\$11,056	3.33%	\$11,037	3.15%
FY2023	\$11,243	\$173	\$11,416	3.44%	\$11,397	3.26%

To give taxpayers reasonable estimates of how the decisions on the budgets and warrant articles may affect their individual tax bills, several assumptions are made:

- Since the work of the Board of Assessors establishing property values is not complete until fall, new growth cannot be certified until valuations are complete, and because the Select Board does not vote on tax classification until November, it is not possible to calculate the exact impact of Town Meeting decisions on individual tax bills prior to Town Meeting.
- Therefore, the process for calculating the impact on future years’ tax bills is done by using a “Tax Levy Growth Rate” (based on historical averages) and applying it to the real numbers from FY2020.
- All other figures used for projected future tax bills are taken from the Town Manager’s long range projections. This is done because there is no reliable way of predicting the impact of any shift in the tax burden due to either the revaluation of property or the Select Board’s annual vote on tax classification.

Calculating an Estimated Impact on Your Individual Tax Bill

By using this approach of projecting a percentage increase, voters have the ability to estimate the impact on their individual property tax bills by simply multiplying the projected percentage increase by their current year’s (FY2020) property tax bill, as follows:

To estimate your total FY2021 property tax bill: Multiply your FY2020 property tax bill by 1.0466

(The 4.66% projected tax increase assumes Andover stays \$300,000 below its levy limit).

For example, if your property has an assessed value of \$500,000:

Your FY2020 property tax bill = \$500 x \$15.01 = \$7,505

(where \$15.01 is the FY20 residential tax rate per \$1,000)

Your FY2021 estimated property tax increase = \$7,505 x 0.0466 = \$350

Your FY2021 estimated property tax bill = \$7,505 + \$350 = \$7,855

Examples of estimated FY2021 single family residential property tax bills are shown here for several different property values, assuming that the total property tax levy is \$300,000 below the levy limit:

If your assessed property value is ...	\$300,000	\$500,000	\$681,094	\$900,000	\$1,200,000
FY2020 property tax bill	\$4,503	\$7,505	\$10,223	\$13,509	\$18,012
FY2021 projected property tax bill increase	\$210	\$350	\$476	\$630	\$839
FY2021 projected property tax bill	\$4,713	\$7,855	\$10,700	\$14,139	\$18,851

***\$681,094 represents the average Single-Family residence assessed value for FY2020**

Historic Average Single Family Residence Assessed Value and Tax Bill

Fiscal Year	Tax Rate	Average Single Family Residence Assessed Value	Average Single Family Tax Bill	Dollar Increase	Tax % Increase	Tax Within 2 ½ Limit	Tax Due To Debt Exclusions
FY2020	15.01	\$681,094	\$10,223	\$250	2.51%	\$9,972	\$251
FY2019	15.27	\$653,104	\$9,973	\$382	3.98%	\$9,707	\$266
FY2018	15.64	\$613,261	\$9,591	\$421	4.60%	\$9,313	\$278
FY2017	15.18	\$604,053	\$9,170	\$225	2.51%	\$8,922	\$248
FY2016	14.82	\$603,550	\$8,945	\$297	3.43%	\$8,643	\$302
FY2015	14.97	\$577,689	\$8,648	\$305	3.65%	\$8,334	\$314
FY2014	15.18	\$549,622	\$8,343	\$376	4.72%	\$8,111	\$232
FY2013	14.51	\$549,070	\$7,967	\$181	2.35%	\$7,800	\$167
FY2012	14.15	\$550,129	\$7,786	\$306	4.06%	\$7,575	\$211
FY2011	14.12	\$529,775	\$7,480	\$241	3.33%	\$7,276	\$204
FY2010	13.19	\$548,860	\$7,239	\$185	2.63%	\$7,022	\$217
FY2009	12.16	\$580,087	\$7,054	\$255	3.80%	\$6,825	\$229

NEW GROWTH AND ANDOVER'S PROPERTY TAX LEVY CALCULATION

	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>	<u>FY2020</u>	<i>Projection</i> <u>FY2021</u>
Prior Year Levy Limit	\$ 124,996,152	\$ 130,709,372	\$ 136,417,582	\$ 142,600,951	\$ 150,531,621
+2 1/2% Increase	3,124,904	3,267,734	3,410,440	3,565,024	3,763,291
+ New Growth	<u>2,588,316</u>	<u>2,440,476</u>	<u>2,772,929</u>	<u>4,365,647</u>	<u>1,931,422</u>
Andover's Levy Limit	130,709,372	136,417,582	142,600,951	150,531,622	156,226,334
+ Exempt Debt Service	3,597,424	4,040,852	3,902,896	3,782,989	3,530,110
Total Allowed by Prop 2 1/2	134,306,796	140,458,434	146,503,847	154,314,611	159,756,444
- Excess Levy Capacity	(1,323,436)	(1,105,875)	(1,133,565)	(2,702,735)	(300,000)
Actual Property Tax Levy	\$ 132,983,360	\$ 139,352,559	\$ 145,370,282	\$ 151,611,876	\$ 159,456,444

TAX GROWTH FROM NEW CONSTRUCTION ACTIVITIES

<u>FISCAL YEAR</u>	<u>COMMERCIAL/ INDUSTRIAL</u>	<u>PERSONAL PROPERTY</u>	<u>NEW GROWTH FINAL</u>
2020	648,436	2,394,621	4,365,647
2019	371,791	930,468	2,772,929
2018	478,376	829,189	2,440,476
2017	59,777	1,846,160	2,588,316
2016	353,649	998,228	2,204,083

TAXATION AND BUDGET BASICS YOUR 2020 AND 2021 TAX BILLS EXPLAINED

Why was the FY2020 tax increase so much lower than projected (2.51%)? And why is the FY2021 increase so much higher than projected (4.66%)?

The FY2020 Finance Committee report estimated a FY2020 tax increase to the average single-family home of 3.83%, an amount slightly higher than the Select Board's 10 year average goal of 3.65%. However, the actual increase for FY2020 was only 2.51%.

Andover has three property tax classifications. All property falls into one of these three categories.

Residential/open space: This is vacant land, land with houses, and large unimproved open spaces.

Commercial/Industrial: This is land and buildings occupied by businesses and manufacturing.

Personal Property: This is generally "business personal property" and would include merchandise, furniture, machinery tools, equipment, and underground conduits from Andover businesses.

Every year at Annual Town Meeting, Andover votes on financial warrant articles that appropriate the funds needed to run the town for the coming fiscal year. Taxes, in all three of the above categories, are collected to fund the town's finances and to pay for articles passed by voters. The total amount of tax that can be collected is limited by Proposition 2 ½.

In FY2020, taxation from residential properties was expected to comprise 72% of the Town's total budgeted tax of \$151,768,397. If that had happened, the FinCom's estimated 3.83% increase would have been more accurate.

However, during FY2019, Columbia Gas installed miles of new gas lines in Andover. This new gas infrastructure was subject to personal property tax in FY2020. As a result, Andover received \$1.7M of unanticipated tax revenue from the "personal property" tax category.

***NOTE* - Andover is not allowed to assess more in taxes than Town Meeting appropriates each year. This unexpected increase in one tax category must be offset by a corresponding decrease in the amount to be collected from another category.**

The end result was a decrease to the residential property tax category. This adjustment between tax classifications was the cause for the actual residential property tax in FY2020 only increasing by 2.51%, rather than the projected 3.83%.

In FY2021, we do not anticipate any material unexpected personal property tax revenues. The proposed budget estimates a residential property tax increase of 4.66% for FY2021, which would restore the normal residential share of the total tax levy.

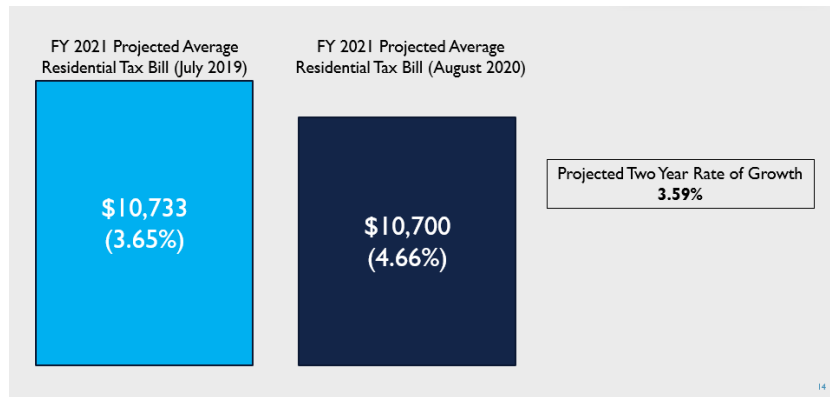
FY2020's residential tax bill was lower than the 10-year average of 3.65%. FY2021's residential tax bill will be higher than the 10-year average. However, if we take the average of the residential tax bills for these two fiscal years, the average single-family home taxpayer actually saves \$33 more than if the 3.65% 10-year average tax increase had been collected for each of the two fiscal years.

Initial Projection – Last Year’s Finance Committee Book

FY2020 Initial Projection	FY2021 Initial Projection	2 Year Total Increase	Total Average Tax Bill
3.83%	3.65%	7.48%	\$10,733

Current Projection – 2020 Annual Town Meeting

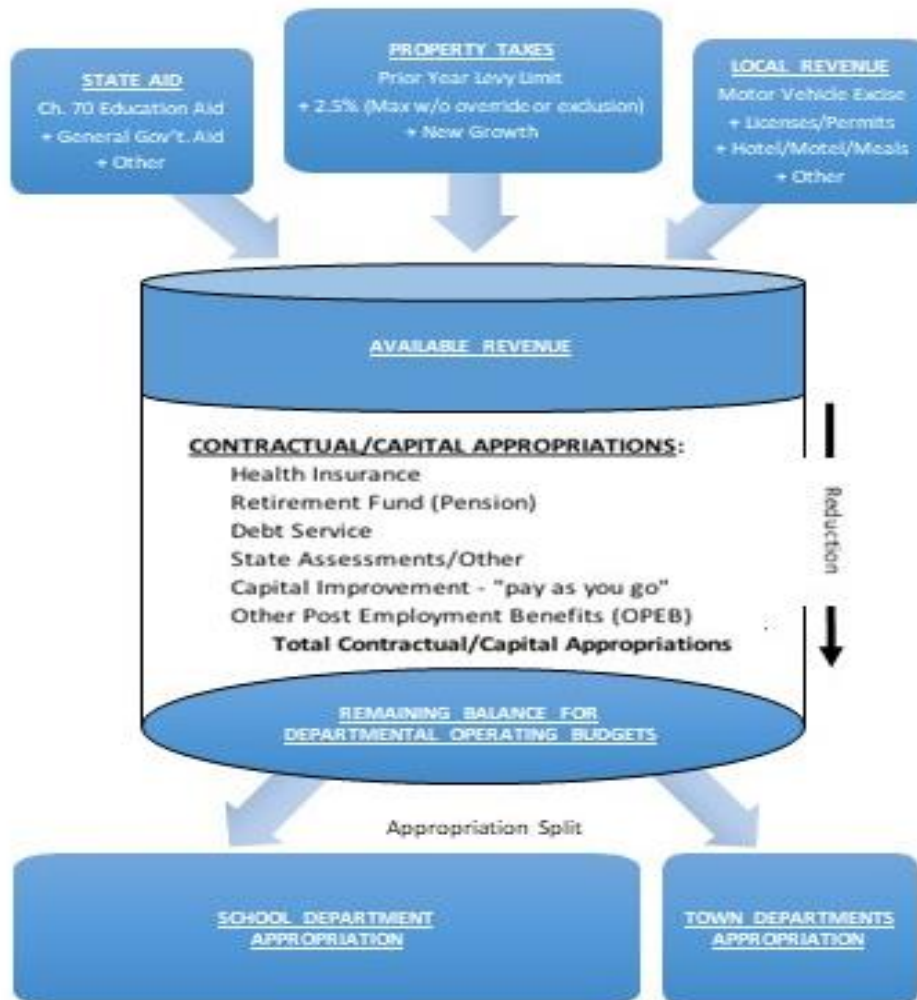
FY 2020 Actual Increase	FY2021 Updated Projection	2 Year Total Increase	Total Average Tax Bill
2.51%	4.66%	7.17%	\$10,700



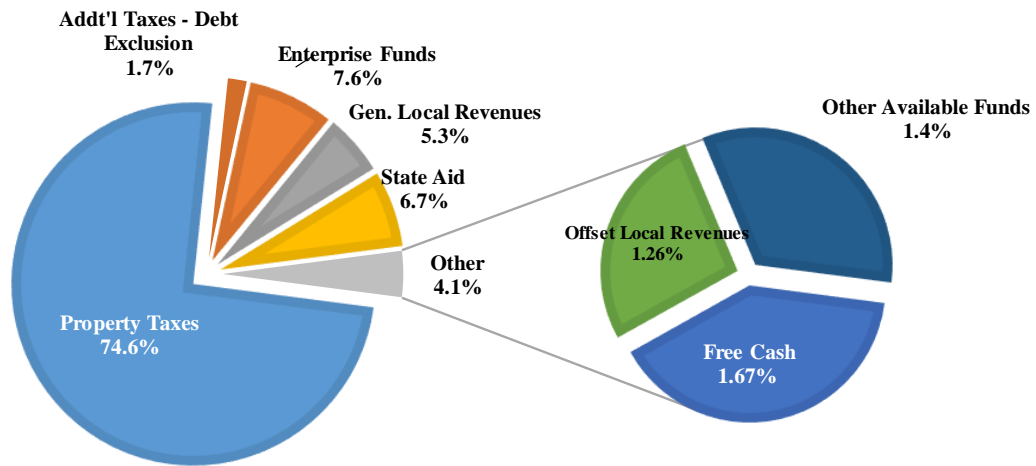
The Town continues to tax below the limit allowed under Proposition 2 ½. It will maintain \$300,000 in excess levy capacity which will reduce the annual rate of increase by approximately 0.2%. Furthermore, the 4.66% increase in FY2021 will allow the Town to increase its annual appropriation to the pension fund which is projected to result in a projected \$400 savings to the average taxpayer over the next 14 years.

SECTION II
OVERVIEW OF REVENUE AND EXPENSES

Town of Andover Budget Model
(Excluding Water/Sewer/Offset Local Receipts)



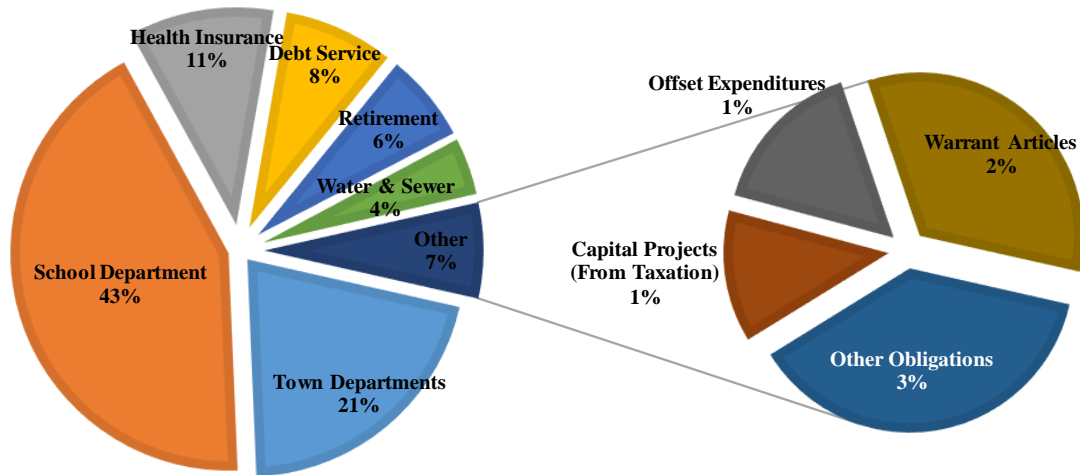
SOURCES OF FUNDS - FY2021



FY21 REVENUES - 8/12/20

Property Taxes	\$155,926,333	74.61%
Add'l Taxes - Debt Exclusion	\$3,530,110	2.00%
Enterprise Funds	\$15,797,666	7.56%
Gen. Local Revenues	\$11,136,361	5.33%
State Aid	\$13,986,503	6.70%
Free Cash	\$3,428,870	1.64%
Offset Local Revenues	\$2,304,510	1.10%
Other Available Funds	<u>\$2,870,013</u>	<u>1.36%</u>
	\$208,980,366	100%

USES OF FUNDS - FY2021



FY21 EXPENSES - 8/12/20

Town Departments	\$43,497,094	20.81%
School Department	\$89,246,700	42.71%
Health Insurance	\$22,338,257	10.68%
Debt Service	\$16,873,972	8.07%
Retirement	\$13,610,301	6.51%
Water & Sewer	\$8,690,784	4.16%
Other Obligations	\$5,546,770	2.65%
Capital Projects (From Taxation)	\$1,911,108	0.91%
Offset Expenditures	\$2,304,510	1.10%
Warrant Articles	<u>\$4,960,870</u>	<u>2.38%</u>
	\$208,980,366	100.0%

HOW THE AVERAGE SINGLE-FAMILY TAX BILL WILL BE ALLOCATED*

	<i>Share of Tax Bill</i>	<i>% of Tax Bill</i>
School Department Operating Budget	\$5,097	47.6%
Health Insurance	\$1,250	11.7%
Current Town and School employees and retirees		
Public Safety: Police and Fire	\$934	8.7%
DPW and Facilities (Municipal Services)	\$719	6.7%
Highway, snow removal, solid waste, street lighting, Town and School buildings and grounds maintenance, Spring Grove Cemetery, vehicle maintenance, capital projects management, engineering, etc.		
Retirement Fund	\$751	7.0%
General Government	\$544	5.1%
Town Administration, Town Clerk, Town and School Information Technology, Community Development and Planning, Veterans Services, Compensation and Reserve Fund		
Non-Exempt Debt Service	\$402	3.8%
Principal and interest for previously approved projects funded within the Proposition 2½ levy limit		
Other	\$293	2.7%
OPEB, state assessments, overlay, vocational school assessment, general insurance, unemployment, warrant articles funded from taxation		
Exempt Debt	\$225	2.2%
Bancroft, Public Safety Center, other school building projects funded outside the Proposition 2½ levy limit		
Capital Improvement Plan Article 5	\$226	2.1%
Library	\$162	1.5%
Community/Youth/Elder Services	\$96	0.9%
	<hr/>	
Total	\$10,700	100%

Long Range Financial Plan 2021-2025 August 12

	FY 2020	Dollar Change	Percent Change	FY 2021	Dollar Change	Percent Change	FY 2022	Dollar Change	Percent Change	FY 2023	Dollar Change	Percent Change	FY 2024	Dollar Change	Percent Change	FY 2025	Dollar Change	Percent Change
I REVENUE																		
A. Property Taxes																		
Prior Year Levy	142,800,960	6,183,369	4.53%	160,531,621	7,930,671	5.50%	166,226,333	5,694,712	3.78%	162,063,413	5,837,080	3.74%	168,046,420	5,983,007	3.65%	174,179,002	6,132,582	3.65%
2 1/2% Increase	3,565,024	154,594	4.53%	3,763,291	198,267	5.56%	3,961,658	142,368	3.78%	4,051,585	145,927	3.74%	4,201,161	146,575	3.65%	4,354,475	153,315	3.65%
New Growth	4,365,647	1,592,718	57.44%	1,931,422	(2,464,225)	-57.76%	1,931,422	0	0.00%	1,931,422	-	0.00%	1,931,422	-	0.00%	1,931,422	-	0.00%
Unused Excess Levy Capacity	(2,702,735)	(1,559,170)	138.43%	(300,000)	2,402,735	-88.90%	(300,000)	0	0.00%	(300,000)	-	0.00%	(300,000)	-	0.00%	(300,000)	-	0.00%
Exempt Debt Service	3,782,989	(119,937)	-3.07%	3,530,110	(2,82,879)	-6.68%	3,003,961	(526,149)	-14.90%	2,881,726	(322,235)	-10.73%	2,292,609	(589,117)	-44.51%	2,211,937	(80,702)	-3.52%
Total Property Taxes	151,611,875	6,841,594	4.29%	169,456,443	7,844,568	5.17%	164,767,374	5,310,931	3.33%	170,428,146	5,660,772	3.44%	176,171,611	5,743,465	3.37%	182,376,806	6,205,365	3.32%
B. State Aid	13,975,879	1,465,465	8.93%	13,986,503	10,624	0.08%	14,295,501	271,998	1.94%	14,535,242	276,741	1.94%	14,817,517	282,275	1.94%	15,105,438	287,921	1.94%
C. Local Receipts	13,086,138	836,096	6.83%	11,136,361	(1,949,777)	-14.90%	11,824,812	688,451	6.18%	12,217,446	392,634	3.32%	12,228,346	10,900	0.09%	12,239,519	11,173	0.09%
D. Fee Cash for CP & Articles	2,610,000	(2,104,000)	0.00%	3,428,870	818,870	0.00%	-	(3,428,870)	0.00%	-	-	-	-	3,428,870	-	-	-	-
E. Other Revenues - Indirects, Cable, Bond Prem	2,151,642	83,554	4.04%	2,162,062	10,450	0.46%	2,154,316	(7,777)	-0.36%	2,080,532	(60,783)	-2.82%	2,158,820	(4,250,352)	-203.02%	2,222,258	(4,279,078)	-203.03%
TOTAL REVENUES	183,465,534	6,202,669	3.50%	190,170,269	6,734,735	3.67%	193,005,003	2,834,734	1.49%	199,274,366	6,269,364	3.25%	205,374,265	5,215,559	2.62%	211,944,021	2,652,211	1.03%
II APPROPRIATIONS - Debt Obligations/Capital																		
A. Capital & Debt Service																		
Non-Exempt Debt Service	6,705,875	566,196	9.22%	7,224,376	518,501	7.73%	8,444,439	1,220,063	16.89%	9,233,366	778,927	9.22%	9,951,054	727,688	7.88%	10,866,114	1,015,060	10.20%
Exempt Debt Service	3,859,110	(21,900)	-0.6%	3,601,449	(257,661)	-6.68%	3,068,924	(532,525)	-14.79%	2,740,312	(328,612)	-10.71%	2,344,818	(395,494)	-14.43%	2,257,739	(87,079)	-3.71%
Cash Capital Outlay	3,983,698	698,621	21.40%	1,911,108	(2,062,590)	-51.78%	3,290,000	1,378,892	72.15%	2,925,000	(365,000)	-11.05%	2,600,000	(325,000)	-11.11%	2,225,000	(375,000)	-14.42%
Total General Fund Capital	14,528,683	1,442,917	8.54%	12,736,933	(1,797,750)	-12.33%	14,805,363	2,066,400	16.22%	14,888,678	85,315	0.58%	14,895,872	7,194	0.05%	15,448,853	552,981	3.71%
B. Obligations - Fixed Costs																		
Retirement	11,410,355	1,039,018	10.02%	13,610,311	2,199,946	19.28%	13,007,944	(602,367)	-4.43%	13,894,754	666,810	5.28%	14,680,776	986,022	7.20%	15,737,792	1,057,016	7.20%
Insurance/Workers Comp	1,084,473	96,770	10.00%	1,225,921	161,447	15.77%	1,346,513	122,592	10.00%	1,483,364	134,851	10.00%	1,631,700	148,336	10.00%	1,794,870	163,170	10.00%
Unemployment Compensation	160,000	-	0.00%	160,000	-	0.00%	160,000	-	0.00%	160,000	-	0.00%	160,000	-	0.00%	160,000	-	0.00%
Health Insurance	22,829,144	1,038,449	4.80%	23,865,014	1,555,870	5.55%	25,795,815	1,910,801	8.00%	27,669,480	2,063,665	8.00%	30,088,238	2,228,758	8.00%	32,485,297	2,407,059	8.00%
Less: Retiree Savings To OPEB	(906,194)	-	-	(951,054)	-	-	(990,079)	-	-	(1,039,042)	-	-	(1,080,604)	-	-	(1,123,828)	-	-
Less: New Employee Contribution Split	(382,108)	-	-	(656,703)	-	-	(942,106)	-	-	(1,381,044)	-	-	(1,418,865)	-	-	(1,447,242)	-	-
Total Health Insurance	21,340,842	678,767	3.29%	22,338,257	997,415	4.67%	23,854,630	1,516,373	6.79%	25,439,394	1,574,764	6.60%	27,588,770	2,153,376	8.45%	29,924,227	2,355,459	8.47%
OPEB	1,589,559	-	-	1,631,003	-	-	1,686,026	-	-	1,753,413	-	-	1,812,894	-	-	1,874,364	-	-
OPEB Original	663,365	16,180	2.50%	679,949	16,584	2.50%	696,947	16,999	2.50%	714,371	17,424	2.50%	732,220	17,859	2.50%	750,536	18,305	2.50%
OPEB Additional Retiree Savings	906,194	138,491	17.73%	951,054	44,660	4.95%	990,079	48,025	5.05%	1,039,042	38,932	4.00%	1,080,604	41,582	4.00%	1,123,828	43,224	4.00%
Total General Fund Obligations	50,073,912	3,110,143	6.62%	51,702,414	4,676,122	9.34%	54,870,476	3,072,433	5.63%	57,409,603	4,517,477	8.23%	60,769,932	5,581,914	9.72%	64,940,107	6,024,233	9.91%
C. State Assessments	718,202	(118,609)	-14.17%	717,249	(853)	-0.13%	735,180	17,931	2.50%	753,560	18,380	2.50%	772,399	18,839	2.50%	791,709	19,310	2.50%
D. Official Aid - Assistance to Libraries	46,721	247,000	0.53%	46,696	(25)	-0.05%	46,696	-	0.00%	-	-	-	46,696	-	-	46,696	-	-
E. Technical School Assessment	647,149	18,849	3.00%	740,000	92,851	14.35%	762,200	22,200	3.00%	785,066	22,866	3.00%	808,618	23,552	3.00%	832,877	24,259	3.00%
F. Overlay Reserve	1,289,196	438,789	32.84%	600,000	(689,196)	-52.73%	900,000	300,000	50.00%	900,000	-	0.00%	900,000	-	0.00%	900,000	-	0.00%
G. Warrant Articles - From Taxation	33,000	(84,000)	-71.79%	31,000	(2,000)	-6.06%	33,000	2,000	6.45%	33,000	-	0.00%	33,000	-	0.00%	33,000	-	0.00%
H. Warrant Articles - From Fee Cash	2,610,000	(2,104,000)	0.00%	3,428,870	818,870	0.00%	-	(3,428,870)	0.00%	-	-	-	-	-	-	-	-	-
I. Other - Court Judgments & Deficits	0	-	-	160,247	160,247	-	150,000	(102,247)	-63.9%	150,000	-	0.00%	150,000	-	0.00%	150,000	-	0.00%
Total Debt Obligations/Capital	55,388,180	1,261,419	2.33%	57,426,476	5,075,916	9.16%	57,497,552	(84,553)	-0.15%	60,077,925	4,588,723	7.93%	63,480,665	5,624,335	9.36%	67,894,368	6,067,207	9.55%
III APPROPRIATIONS - Town & School Operations																		
Town	42,107,545	1,522,100	3.75%	43,497,033	1,380,548	3.30%	44,693,263	1,196,170	2.75%	45,922,327	1,229,065	2.75%	47,185,191	1,262,864	2.75%	48,482,784	1,297,593	2.75%
School	85,854,808	3,344,150	4.05%	89,168,805	3,313,998	3.86%	92,512,635	3,343,830	3.75%	95,981,859	3,469,224	3.75%	99,581,179	3,598,320	3.75%	103,315,473	3,724,294	3.75%
GF Kindergarten Fee Offset/Personal Services (1)	75,000	-	-	77,885	2,886	-	77,885	-	-	77,885	-	-	77,885	-	-	77,885	-	-
Total Appropriations for Operations	128,037,353	4,866,249	3.95%	132,743,733	4,703,546	3.67%	137,283,793	4,540,000	3.42%	141,982,082	4,688,289	3.42%	146,844,265	4,862,184	3.42%	151,976,152	5,081,887	3.48%
TOTAL APPROPRIATIONS	183,465,533	6,202,668	3.50%	190,170,269	9,779,461	5.33%	194,781,345	4,465,447	2.34%	202,060,007	7,278,661	3.74%	210,324,931	8,264,924	4.09%	219,570,540	9,245,610	4.40%
BALANCE	0	-	-	0	-	-	(1,776,343)	-	-	(2,785,640)	-	-	(4,950,636)	-	-	(7,626,519)	-	-

FREE CASH

Free Cash is the term used for the portion of a community's fund balance that is available for appropriation by Town Meeting. It may also be used to reduce the tax rate. The balance in Free Cash increases when actual collected revenues are in excess of budgeted revenues, and/or when actual expenditures are less than appropriated expenditures. The balance in Free Cash is reduced when it is appropriated by Town Meeting. It is also reduced by property tax receivables and any deficits.

The balance in our Free Cash account must be certified annually by the Department of Revenue (DOR) before any funds can be appropriated.

Andover's policy is to use Free Cash for nonrecurring or emergency expenditures, for capital and equipment purchases or for appropriation to a stabilization fund, and to maintain the combined balance of Free Cash and the Stabilization Fund at 3%-7% of General Fund revenues. Free Cash is not to be used to balance operating budgets.

Funding for private warrant articles approved at Town Meeting that are not integrated into the Town's financial forecasting and budget must be funded, typically from Free Cash. Depending on the amount of the requested appropriation, approval of these articles may reduce Free Cash balances below our recommended policy levels.

Recent History of Use of Free Cash

	FY2016 Budget	FY2017 Budget	FY2018 Budget	FY2019 Budget	FY2020 Budget
<i>Special & Annual Town Meetings</i>	2015	2016	2017	2018	2019
Certified Free Cash	5,761,265	4,843,241	5,062,537	8,912,647	8,807,910
Supplemental Appropriation	1,000,000	0	1,250,000	2,200,000	400,000
Other Capital Projects	810,767	1,025,000	500,000	1,500,000	3,210,000
Purchase/Campanelli Dr	0	2,500,000	0	0	0
Trans to Stabilization Fund	0	0	0	0	0
Trans for Landfill Fund	1,000,000	0	0	0	0
Trans for Bond Prem Fund	768,000	268,000	0	0	0
Trans for OPEB Fund	1,248,316	0	0	0	0
Other	66,000	0	75,000	14,000	0
Operating Budgets	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Spent Town Meeting	<u>4,893,083</u>	<u>3,793,000</u>	<u>1,825,000</u>	<u>3,714,000</u>	<u>3,610,000</u>
Balance After Town Meeting	868,182	1,050,241	3,237,537	5,198,647	5,197,910

- Beginning with FY2017 a policy decision was made to include OPEB funding in annual operating budgets.
- The Ledge Road Landfill Stabilization Fund was closed in FY2017. The balance was appropriated for landfill capping.
- In November 2016, state statute changed the accounting for non-exempt bond premiums so Free Cash will no longer be used.

COLUMBIA GAS RESTORATION PROJECTS UPDATE JULY 1, 2020

Roadways- \$13,965,000

The Town has completed approximately 20% of the 19 miles of road restoration in the impacted area.

Trees- \$100,000

Tree plantings will occur when road and sidewalk work in the impacted areas is completed. Funds will also be used to complete a tree management plan for replanting in disturbed areas.

Route 133 Design- \$500,000

The Town is embarking on long-needed improvements to the Lowell Street (Route 133) corridor. The improvements will extend approximately 1.25 miles, from West Parish to Shawsheen Village. To date, preliminary survey work, traffic counts, and a feasibility study have been completed.

Senior Center Renovation and Expansion- \$500,000

The \$500,000 appropriation included as part of the Columbia Gas settlement will be utilized to replace the old Senior Center windows, allow for the installation of walk-in refrigeration, and installation of ADA accessible showers. Work is well underway. To take the virtual tour of the completed senior center rendering: <https://www.andoverscf.org/projects>

Playstead and Downtown Connectivity/Senior Center Parking- \$950,000

This work will be performed in conjunction with the reconstruction of Lots 1 and 2 behind Old Town Hall. The Senior Center expanded parking lot will add up to 56 parking spots for the Town Office Complex. This project also includes ADA accessibility, drainage, parking lot realignment, trees, and green infrastructure in Lots 1 and 2 as well as road and sidewalk improvements on Barnard, Park, and Bartlet Street.

Rec Park Bath House- \$950,000- postponed

The Town completed a feasibility and initial design of a Bath House at Rec Park. Preliminary estimates came back much higher than anticipated and the project has been put on hold indefinitely. Funds were redirected to two already approved projects: \$720,080 for the Downtown Connectivity/Senior Center Parking project and \$200,000 to be placed in contingency for the Senior Center Renovation and Expansion.

COLUMBIA GAS FUNDS SUMMARY AS OF 5/30/20						
		Original Budget	Transfers	Revised Budget	Spent/Enc To Date	Balance
Roadways		13,965,000	-	13,965,000	7,306,783	6,658,217
Street Trees		100,000	-	100,000	-	100,000
Rt 133 Corridor Design		500,000	-	500,000	216,000	284,000
Senior Center Renovation and Expansion		500,000	(500,000) (1)	-	-	-
Playstead and Downtown		950,000	720,080	1,670,080	152,485	1,517,595
Recreation Park Masterplan Implementatic		950,000	(720,080)	229,920	-	-
		-	(200,000) (1)	29,920	29,920	-
		<u>16,965,000</u>	<u>(700,000)</u>	<u>16,494,920</u>	<u>7,705,188</u>	<u>8,559,812</u>
(1) - Transferred to Senior Center Renovation project						

CARES/FEMA AND OTHER COVID-19 RELATED FUNDING AS OF 7/31/20

CARES FUNDING

The federal Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act") was signed into law on March 27, 2020. It provides funding for Massachusetts municipalities to use to pay for costs incurred in responding to the COVID-19 outbreak. It includes the Elementary and Secondary Schools Emergency Relief (ESSER) funds to help K-12 educational entities prevent, prepare for and respond to impacts of COVID-19. It is jointly administered by FEMA and Massachusetts state agencies.

The School District has four grants with a total eligible amount of \$1,601,261. As of July 21, 2020, it has spent \$204,120.59.

	Eligible Amount
ESE Emergency Relief Grant (ESSER)	158,453.00
<i>remote learning</i>	
Summer and Vacation Learning Program Grant	12,000.00
<i>home visits - program hasn't begun yet</i>	
Coronavirus Relief Fund School Reopening Grants (CvRF)	1,288,800.00
<i>budget is under development</i>	
Food Insecurity Infrastructure Program	142,008.00
<i>refrigeration, packaging, distribution for school nutrition program</i>	
	1,601,261.00

The Town is eligible to spend \$3,209,569 from the CARES grant and it has received \$271,740. To date, \$248,381.11 has been spent. Of this amount, \$134,444.00 is eligible for reimbursement from FEMA and \$113,937.11 is expected to be covered by CARES.

	TO DATE EXPENDITURES FY2020 AND FY2021	OPEN PURCHASE ORDERS	TOTAL
FIRST RESPONDER OT	76,315		76,315
FIRST RESPONDER QUARANTINE	1,785		1,785
PPE	63,350	15,632	78,982
CLEANING/DISINFECTION	30,366	34,957	65,324
SIGNAGE AND COMMUNICATION	425		425
ADDITIONAL AND TEMPORARY STAFF	7,016		7,016
FEMA ELIGIBLE	179,259	50,589	229,848
	-		
TELEWORK	1,657		1,657
SANITATION REFUSE	18,218		18,218
OTHER	49,247	29,688	78,935
NOT FEMA ELIGIBLE	69,122	29,688	98,810
 TOTAL TOWN EXPENDITURES	 248,381	 80,277	 328,658
 CHARGED TO FEMA (75% x 176,220.70)	 134,444	 37,942	 172,386
 VA eligible charged to CARES (25% x 176,220.70)	 44,815	 12,647	 57,462
Not FEMA eligible costs	69,122	29,688	98,810
CHARGED TO CARES	113,937	42,335	156,272

OTHER FUNDING

The Town received \$29,693.31 from Health and Human Services (HHS) for revenue replacement of ambulance receipts. The Town has applied to receive additional funds.

The Elder Services Department has received \$40,979.73 in gifts from the Home for the Aged, Friends of Andover Senior Community and various others. Of this amount, they have spent \$27,397.59.

The Health Department has received \$30,000 of funding through Metropolitan Area Planning Council (MAPC) and has spent \$20,169.70 to date.

SECTION III

HOW YOUR TAXES ARE SPENT

CONTRACTUAL/CAPITAL APPROPRIATIONS

FIXED COSTS: THE CONTINUED RISE

In recent years, the Finance Committee has mentioned its concern that certain Town costs, namely retirement expenses and healthcare costs, are increasing at rates faster than revenue increases. There is no existing mechanism to rein in the large annual increases in these costs. As these costs continue to rise, they consume more and more of the Town's available funds. The result is that there will be less and less available funds for the operating budgets of the Town's departments.

The *Town Manager's Recommended Fiscal 2021 Budget & Financial Plan* has a revenue and expense forecast that clearly shows that we face a looming crisis. Per this forecast, the available funds for Town departments will be insufficient to fund the projected operating costs over the four years from FY2021-FY2025. In other words, we would have structural deficits. As the Town Manager's forecast shows, the deficits grow in FY2021 through FY2025. However, since the Town must have a balanced budget, we will need to offset the deficits with:

- Higher taxes via a Proposition 2 ½ override
- Reductions in services, or
- Layoffs.

If the resolution to meet these projected operating deficits would solely be overrides, we would need to raise the following amounts by year. *Note: This is an exercise to demonstrate the issue, not a recommendation of expected course of action:*

	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>
Unused Levy Capacity	-	(198,337)	(146,329)	-
Override	2,235,8925	-	-	1,552,499

Using annual increases for Town and School operations of 2.75% and 3.75% respectively, we created a four-year model. Due to the compounding effect of adding to each year's levy, the actual amount of additional taxes paid by Andover taxpayers over the four years of overrides would be \$21,634. In percentage terms, the overrides would result in an average 4.96% increase in the tax levy over four years versus 3.72% without overrides.

The squeeze that rising fixed costs puts on our operating budget is increasing. This trend has come to the attention of our rating agency, Standard and Poors. S&P Global ratings, in their November 20, 2019 report, noted:

“While we view retirement costs as high, we note the town has managed them. Andover has maintained stable financial performance during the past three fiscal years. In our opinion, however, these costs will likely create long-term budgetary pressure, potentially weakening budgetary performance and reserves.”

The recently formed Revenue and Expense Task Force (RETF) reviewed the Town Manager's budget development assumptions in their report dated January 2020 (www.andoverma.gov/RETFORReport) and reached a similar conclusion.

“It is the view of the Task Force that the structural deficit is both an immediate and a long-term threat to the fiscal sustainability of the Town.”

EMPLOYEE AND RETIREE BENEFITS

Massachusetts municipalities are required to provide retirement (pension) and retiree health insurance benefits (OPEB) to eligible employees. For many years, Andover only budgeted and paid the amount estimated to cover costs for current retirees in a given year rather than also putting aside the amount needed to cover the full cost of all current and future retirement benefits. This resulted in a significant “unfunded liability” for the Town. In recent years, a concerted effort has been made to reduce this liability.

It is crucial for Andover’s long-term financial health that we responsibly address these liabilities. Government regulations and GASB accounting rules have changed over time, and municipalities are now required to include the full amount of these long-term obligations, including unfunded liabilities, on their balance sheet. As a result, Andover has a negative position on our balance sheet. For example, our unfunded pension liability in 2019 was \$179,291,578, an increase of \$17,772,780 from 2018. While some other municipalities are in this situation and there is no quick fix, our Town must develop a plan to address this situation. The Revenue and Expenditure Task Force will be looking further into these obligations and associated expenses.

HEALTH INSURANCE FUND

The Town has established a health insurance trust fund in accordance with M.G.L. Chapter 32B, Section 3A to pay for health insurance claims and premiums. This budget covers health insurance costs for active and retired Town and School employees.

On January 9, 2012 Andover accepted the new Municipal Health Insurance Reform Act (Chapter 69 of the Acts of 2011). This act allowed the Town to adjust its health insurance plan design to match a benchmark plan within the General Insurance Commission (GIC).

On July 1, 2015 the Town became self-funded for health insurance. A deductible plan was implemented along with a 50% HRA reimbursement resulting in a 0% rate increase. On January 9, 2016 the Select Board voted, for the second time, to change health insurance benefits under M.G.L. Chapter 32B, Sections 21 and 22, as added by Chapter 69 of the Acts of 2011. This generated estimated savings of over \$1,400,000. In April, 2016 the Andover Select Board voted to systematically increase the health insurance premium contribution split for retirees under the age of 65 to 50% by FY2020 and appropriate the savings to the OPEB Trust Fund, which is estimated at \$951,054 for FY2021. The FY2020 health insurance budget increased by 4.8% which included a 4.29% rate increase. Beginning in FY2018, new employees pay 30% toward the cost of their health insurance. This is estimated to save the Town \$595,700 in FY2021 and more in future years.

The Town Manager’s preliminary recommended FY2021 appropriation for employee and retiree health insurance is \$22,338,257. The FY2021 budget recommendation is based on a 4% increase in plan renewal rates effective July 1, 2020.

	BUDGET HEALTH INSURANCE	BUDGET RETIRED TEACHERS	TOTAL
FY2021 – TM Rec.	22,338,257		22,338,257
FY2020	21,340,842		21,340,842
FY2019	20,662,075		20,662,075
FY2018	19,257,000		19,257,000
FY2017	17,905,037		17,905,037
FY2016	17,052,416		17,052,416
FY2015	15,670,957	* 214,134	15,885,091
FY2014	14,000,000	2,235,835	16,235,835

*As of 9/1/2015 the town assumed responsibility for retired teachers’ health insurance from the GIC.

RETIREMENT (PENSIONS)

Andover's Contributory Retirement System provides pension, disability and death benefits to plan members and beneficiaries. Most employees are members of the plan, with the notable exception of public school teachers and certain school administrators who are covered by a state plan. Members are required to contribute a fixed percentage of their annual covered compensation.

State law mandates that the Town pay its share of the pension costs according to an actuarially based funding schedule adopted by the Andover Contributory Retirement Board and approved by PERAC, a state agency. On May 24, 2018 the Retirement Board adopted a discount rate of 7.0% and established a funding schedule that fully funds the liability by 2035 (ahead of the state mandated deadline of 2040). Under this new schedule, Town contributions were to increase 7.20% in FY2021 and each subsequent year (versus a 10% increase in FY2019). On July 30th the Board voted to lower the discount rate to 6.25% and to extend the "fully funded" date until 2037. This change will take effect in FY2022.

The required contribution for the Town of Andover for FY2021 is \$11,910,301. For FY2021 the Town is recommending an additional \$1.7M beyond what is required be appropriated to the pension system.

The resulting FY2021 Retirement Fund appropriation (Article 4, line 24) is \$13,610,301

The preliminary 1/1/2020 actuarial report is available is available on the town website at www.andoverma.gov/prelim2020.

OTHER POST EMPLOYMENT BENEITS (OPEB)

Other Post Employment Benefits (OPEB) refers to benefits that retirees receive in addition to their pensions, primarily health insurance. While employees do not pay anything toward funding future OPEB costs while employed, they do pay a portion of the health insurance premiums when they receive health benefits in retirement. FY2020 was the final year of a phased-in approach to bring retiree premium contributions to 50%.

Major factors that impact the future cost of this benefit for the Town are the number of eligible employees, rising health insurance costs and the portion of the premium that is paid by the Town. Andover's most recent OPEB actuarial valuation determined a net OPEB liability of \$145.7 million as of June 30, 2018. A summary is provided following Article 4 in this book and the full actuarial report is available on the Town's website.

The FY2021 OPEB total appropriation is \$2,041,503 including the following:

- \$1,631,003 in Article 4, Line 26 of the Operating Budget made up of \$679,949 from the General Fund (2.5% greater than FY2020), plus \$951,054 from additional retiree health insurance savings.
- \$410,500 from Water and Sewer Enterprise Funds. (Note that these Enterprise Funds, supported by water and sewer rates, fully fund the estimated future liabilities for their employees.)

Unlike with the Retirement Fund, there is not a statutory requirement that a municipality fully fund its OPEB liability within a specified timeframe. Based on the current contribution approach, including the application of savings from increasing retiree premium contributions, the Town is expected to fully fund its OPEB obligation in approximately 35 years. Increasing OPEB funding in the near term would significantly reduce the future liability but would reduce funds available to provide services now. The OPEB Advisory Committee report issued March 31, 2016 included 21 recommendations that could reduce the future liability. The Select Board has taken action on those under their control. More information, including the list noting actions taken is available at www.andoverma.gov/FinCom

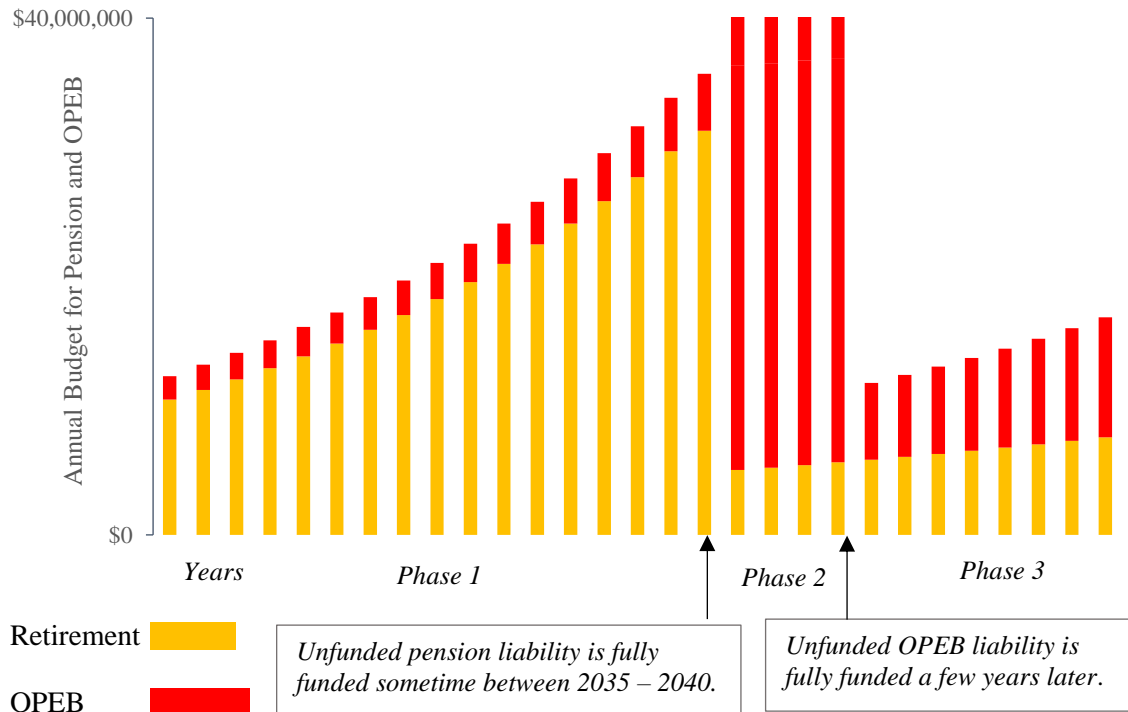
Conceptual Long Term Funding Approach for Retirement and OPEB Liabilities

This is an illustration of a conceptual plan. Changes will be required as underlying factors change.

Phase 1: Funding the pension unfunded liability: Based on the committed schedule, the Town's annual contributions increase rapidly so as to fully fund the unfunded retirement plan liability, more than tripling before the unfunded liability is funded. This will require a strong commitment from Andover residents, as these pension payments will put a major constraint on Town and School services for years to come.

Phase 2: Funding the OPEB unfunded liability: Once the pension liability is fully funded, money previously budgeted for the unfunded pension liability would shift to funding the unfunded OPEB liability.

Phase 3: Avoiding future unfunded liabilities: Once the pension and OPEB unfunded liabilities are fully funded, the Town continues contributing money to the pension and OPEB funds to cover both the current and future costs for current employees. This funding is referred to as the "normal cost".



Important notes:

- The projections shown here are estimates based on currently available numbers and actions taken or planned. These are not actuarial projections and actual funding details are likely to differ.
- The pension contributions shown here only reflect the projected Town contributions and do not include the contributions made by employees.

RETIREMENT FUND

This account is the annual appropriation requirement established by the Public Employee Retirement Administration Commission (PERAC) based upon the Andover Retirement Board's approved funding schedule. A five-member board administers the retirement program for all retired town, Andover Housing Authority and school employees (excluding schoolteachers, who retire under the Massachusetts Teachers' Retirement System). The Board is comprised of the Town Accountant, two members elected by the members of the retirement system, an appointee of the Select Board, and a member appointed by the other four Board members. The Andover Retirement Board updates its actuarial valuation every two years, at which time a new funding schedule is established. The Retirement Board voted in July to lower the discount rate from 7.0% to 6.25%, and to extend the fully funded date from 2035 to 2037. Andover's January 1, 2020 valuation is being revised and should be completed soon.

PENSION OBLIGATION BONDS

Pension Obligation Bonds ("POBs") are debt instruments issued by a municipality with the proceeds to be invested in pension fund assets to reduce or eliminate the Unfunded Accrued Actuarial Liability ("UAAL"). The UAAL is the difference between pension assets plus assumed future earnings less the payments to be made to the retirees, as modeled by an actuary. One may think of the UAAL as the present value of the pension systems equity or net position.

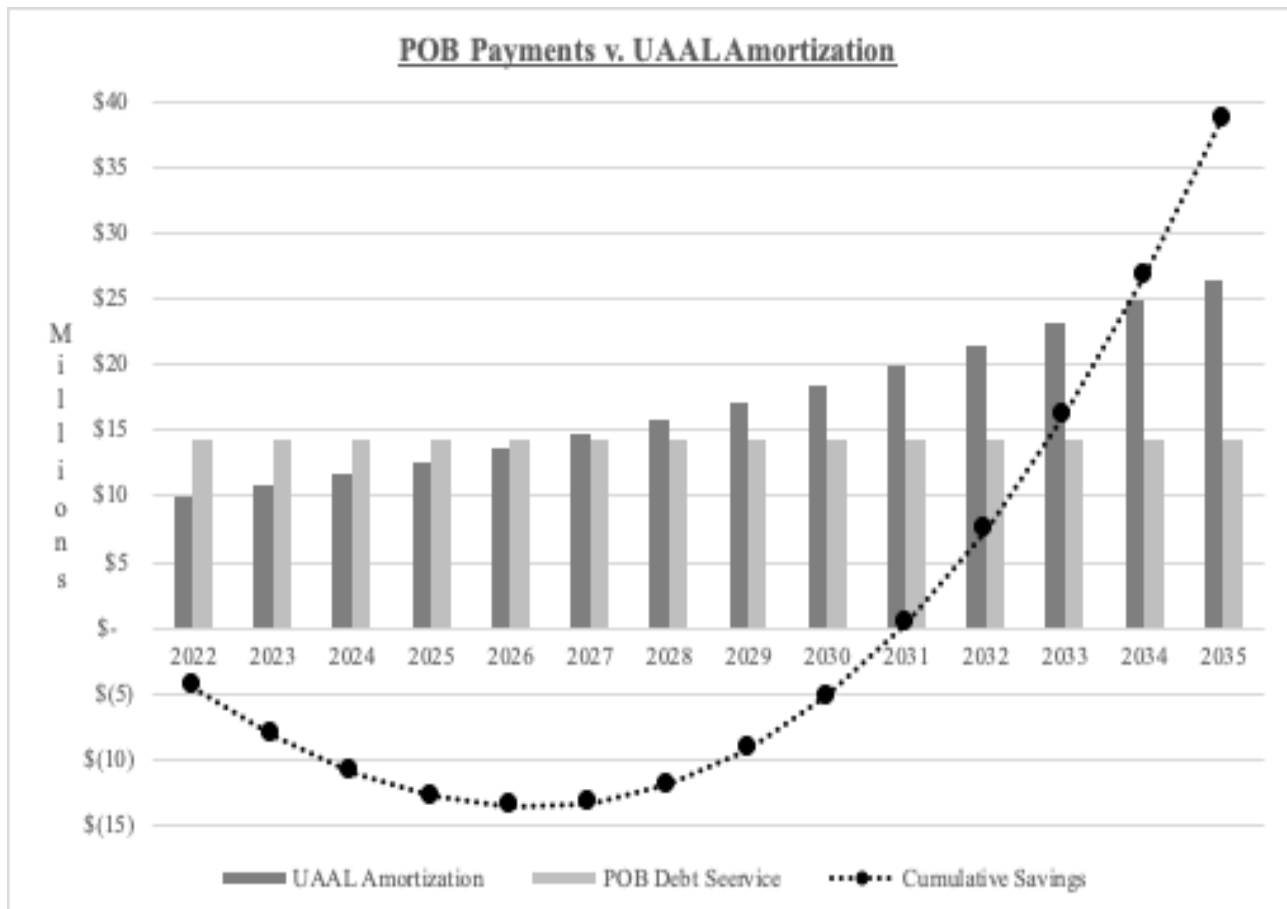
From a cash flow perspective, POBs are a mechanism where the municipality substitutes a fixed debt payment schedule (periodic principal and interest payment) for the contribution to a pension board for amortization of an UAAL. The municipality would continue to contribute for its share of the cost of the pension benefits accrued each year for the current payroll, known as the Employer Normal Cost.

POBs are to the issuer's benefit if the rate of return on the funds invested in the pension system exceeds the interest rate on the bonds. If the other assumptions, except the rate of the return of the assets, in the actuarial calculation are fixed, then there are three (3) outcomes at the maturity of the POBs:

1. The rate of return on the proceeds meets or exceeds the actuarial assumption: The issuer saved the cash difference between the POB repayment schedule and the actuarial determined contribution for the amortization of the UAAL at the time of issuance. Any funds generated through the excess returns could be used to reduce future normal cost or reduce the risk in the investment portfolio.
2. The rate of return is less than actuarial assumption but equal to or greater than the interest rate on the bonds: the further the rate of return of the assets is below the actuarial assumption, the more the savings/benefit are eroded by the creation of an additional UAAL. This risk is also present without the POBs, however no other benefits were realized. As long as the rate of return on the proceeds from the POB exceeds their interest rate then there is still a benefit/reduction of cost to the municipality.
3. The rate of return on the proceeds from the POBs is less than their interest cost: No benefit to the issuer as it is still obligated to pay interest on the bond *plus* the increased accrued UAAL resulting from lower than expected returns.

The chart below compares the annual cash flow expended by the issuer between a) the actuarial determined amortization of a \$150 million UAAL using an implied 7.0% rate, and b) the debt payment the issuer would pay the POB bondholder assuming a mortgage like level repayment schedule over the same time period at a 3.5% interest rate. The line represents the cumulative difference over time between the two which totals \$39 million in savings over the life.

The assumptions presented in the chart do not precisely represent Andover's current values. The January 1, 2020 Preliminary Actuarial Valuation Results estimated that the 1/1/20 UAAL would be \$146.9 million, based on a discount rate of 7.0%. At the 7/30/2020 Retirement Board meeting, the Board voted to decrease the discount rate from 7.0% to 6.25%. The 'fully funded' date changed as well. These changes in assumptions will increase the UAAL, and those revised calculations are not yet available. The chart should be viewed as a general representation.



DEBT SERVICE

The Debt Service appropriation provides funding for the principal and interest costs associated with capital projects approved by prior Town Meetings. Borrowing allows payments for major infrastructure improvements or large equipment purchases to be spread over multiple years to make them more affordable and require that future taxpayers, who benefit from the use of the asset, pay a share of the cost. State law defines the purposes for which a town can borrow and sets a maximum maturity for each type of project.

A traditional municipal debt schedule has equal principal payments with the interest on the balance declining each year. In addition to lower total interest cost, this type of debt schedule recognizes that a town will continue to need to invest in capital improvements. As debt service payments decline, new debt can be added.

Typically, the first principal and interest payment is one to two years after the project is approved. **None of the projects recommended for approval by this year's Town Meeting will impact the debt expense in FY2021 budgets or the tax rate.** They will become fixed obligations for future years.

Total Debt Service of \$16,873,972 for FY2021 is comprised of:

Non-Exempt Debt \$7,039,376

- Funded with property taxes and other general fund revenues available within Andover's Proposition 2 ½ Levy Limit
- New non-exempt debt does not increase property tax bills
- New non-exempt debt reduces the amount available within Proposition 2 ½ for future operating budgets or other capital projects
- \$235,850 from Cable Franchise Fees funds the debt service for the \$2.5 million in bonds issued for spending on technology

Water and Sewer Debt \$6,013,147

- Funded with water or sewer revenues
- New water or sewer debt could affect water or sewer rates
- New water or sewer debt could impact water or sewer operating budgets or funding available for other water or sewer projects

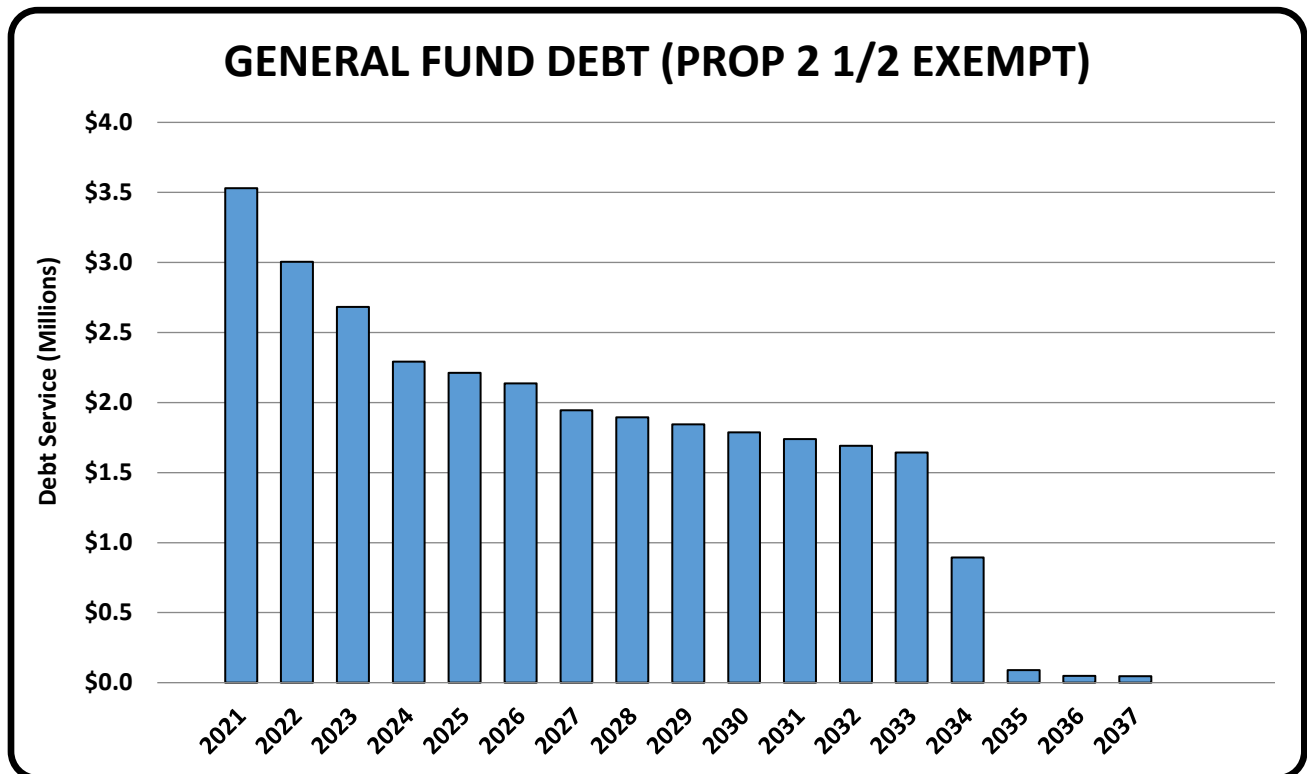
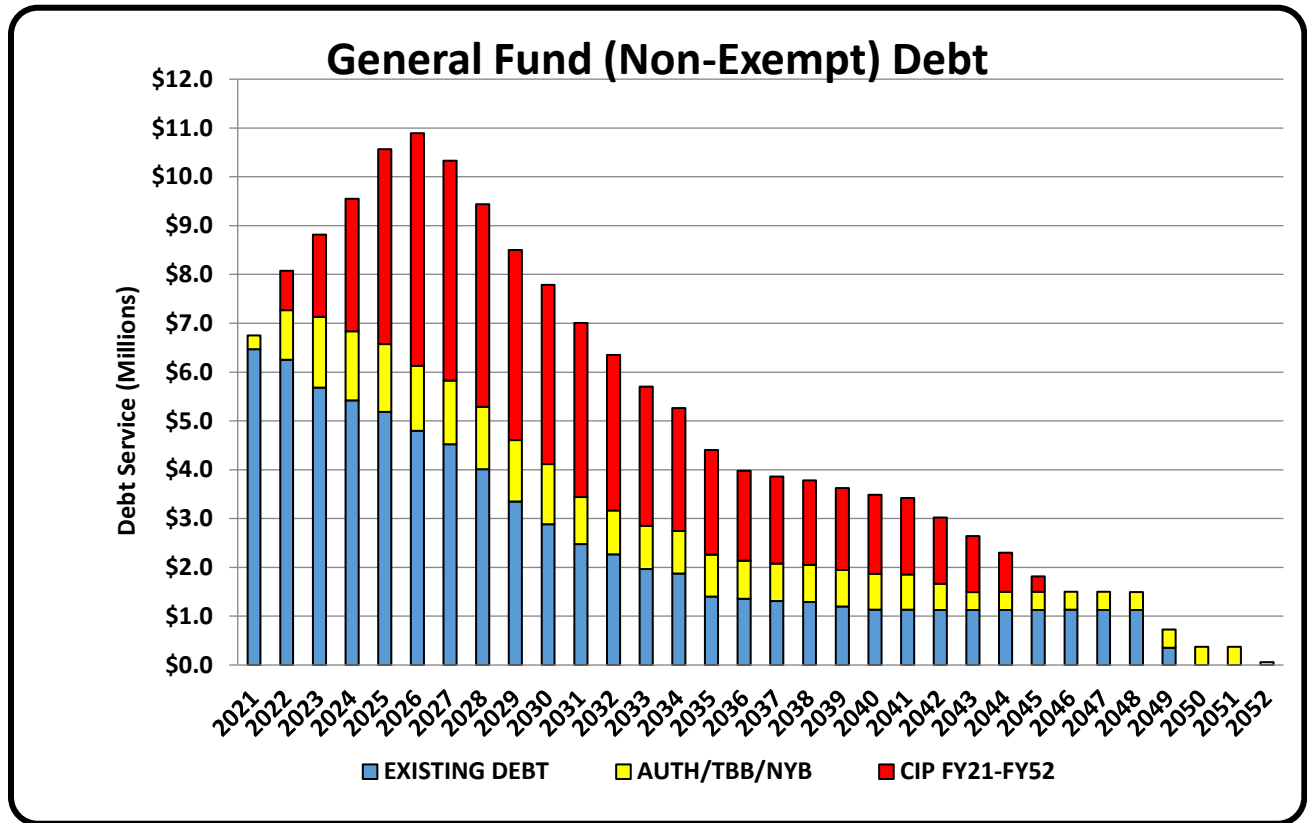
Exempt Debt \$3,601,449

- Funded with property taxes outside Proposition 2 ½ Levy Limit
- New exempt debt increases property taxes
- New exempt debt does not impact operating budgets or funding available for other purposes

Interest on BANS and other debt issue expenses \$220,000

Andover's Debt Analysis Tool is an interactive spreadsheet developed to help Town and School officials estimate the annual appropriation needed to fund capital projects, show the impact on future budgets, and explain the costs to Andover taxpayers. Policymakers can plug in debt schedules for capital projects and then experiment with changes in interest rates and the number, projected cost and timing of projects. A current Debt Schedule can be found in the Annual Report section at the end of this report. A Financial Impact box outlines the financing plans for each bonded article on the warrant

NON-EXEMPT AND EXEMPT DEBT EXPENSE

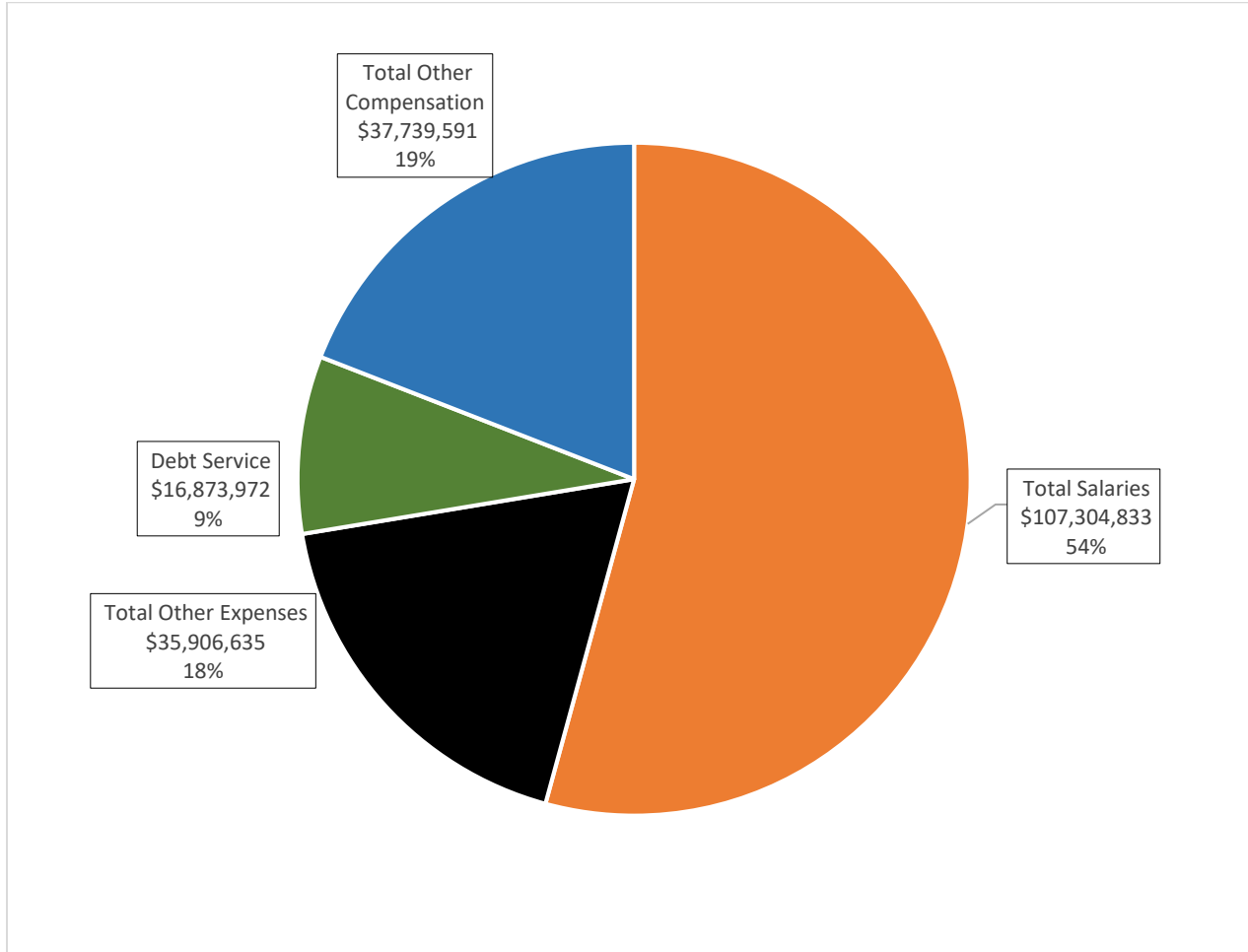


SECTION IV

HOW YOUR TAXES ARE SPENT
TOWN AND SCHOOL OPERATING BUDGETS

TOWN AND SCHOOL OPERATING BUDGET
ARTICLE 4
\$197,825,031

The \$145,044,424 budgeted for salaries and other compensation accounts for 74% of the funds to be appropriated in Article 4.



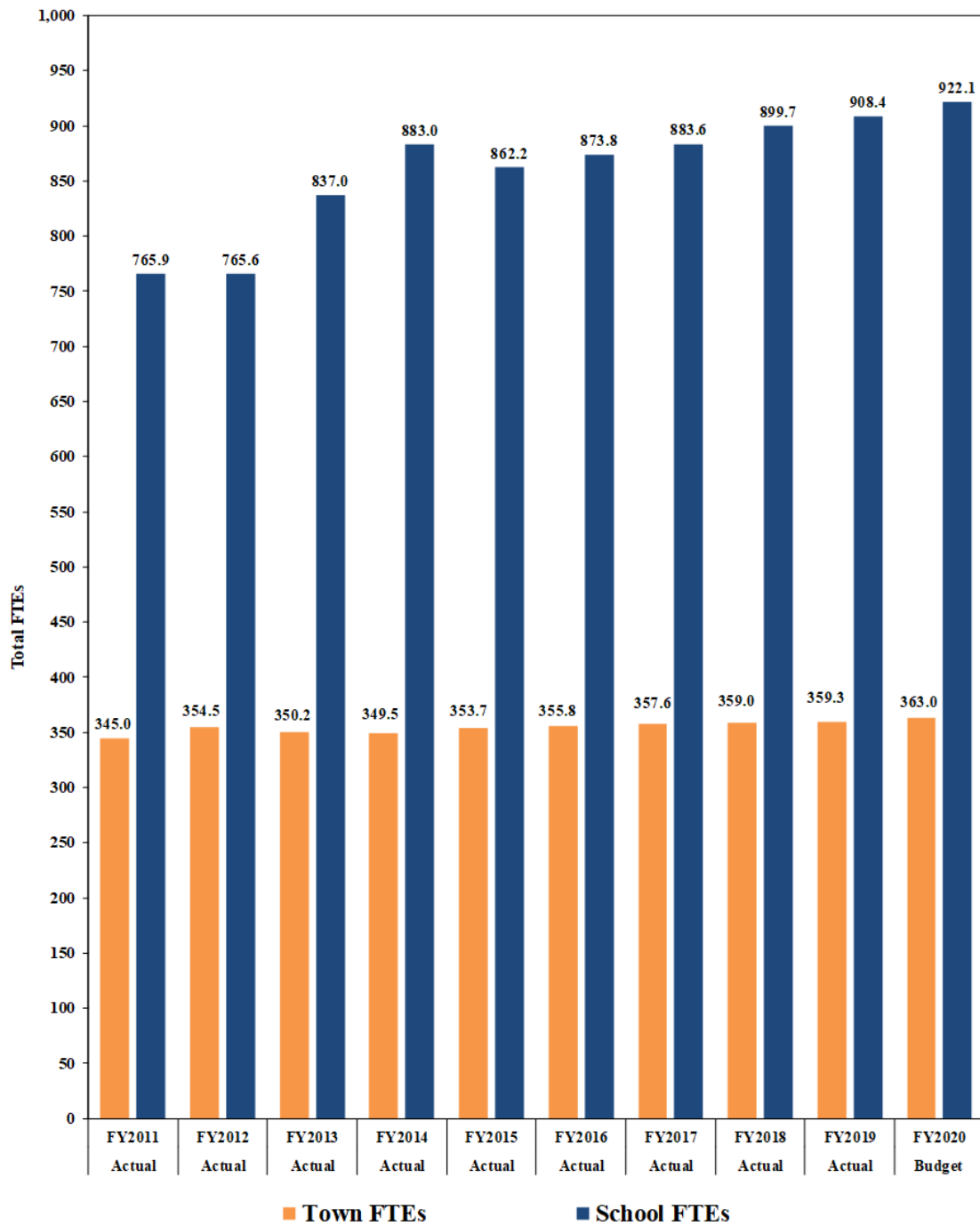
Total Salaries include Personal Services appropriations for Town and School Departments and Water and Sewer Enterprise Funds. Positions funded with grants and revolving funds are not included in Article 4.

Total Other Compensation includes employee health insurance, pension funding for the current fiscal year, OPEB, medicare taxes, workers' compensation, unemployment and other employee benefits.

Total Other Expenses is the amount needed to cover all other costs not included in Total Compensation including Town and School Other Expenses, the vocational school assessment and general insurance.

Debt Service is the appropriation for Andover's annual principal and interest costs associated with capital projects funded by borrowing.

Town & School Employees (FTEs) FY2011 - FY2020



	Actual FY2011	Actual FY2012	Actual FY2013	Actual FY2014	Actual FY2015	Actual FY2016	Actual FY2017	Actual FY2018	Actual FY2019	Budget FY2020	Actual 10-Yr FTE Change
Town FTEs	345.0	354.5	350.2	349.5	353.7	355.8	357.6	359.0	359.3	363.0	18.0
School FTEs	765.9	765.6	837.0	883.0	862.2	873.8	883.6	899.7	908.4	922.1	156.2
Total FTEs	1,110.8	1,120.1	1,187.2	1,232.5	1,215.9	1,229.6	1,241.2	1,258.6	1,267.6	1,285.0	174.2

*In FY2020, 3.6 FTE transferred from the School Department to the Town.

WHAT IS AN FTE?

A Full-Time Equivalent, or FTE, is a measurement of personnel resources within the organization. In most cases within Town Departments, 1.0 FTE represents one individual, however in some cases an FTE may be composed of more than one person (0.5 and 0.5) depending on how human resources are allocated within a department. In the School Department, it is possible for two, three, or even four people to equal one FTE. Therefore the number of FTEs may not necessarily equal headcount. Andover's Collective Bargaining Agreements (CBAs) define the hours worked by unit members and the thresholds for benefit eligibility.

School Employees Composition of 1.0 FTE			
Employee Group	Pay Structure	FY20 FTE Definition	FY21 FTE Definition
Teachers	annual salary	184 days per year, hours vary based on level	(CBA under negotiation)
Instructional Assistants	hourly rate	184 or 182 days per year, 7 hours per day	(CBA under negotiation)
Food Services	hourly rate	180 days per year, 40 hours per week	(CBA under negotiation)
Custodians	hourly rate	5 days per week, 8 hours per day	(CBA under negotiation)
Administrative Assistants*	hourly rate	35 hours per week, 52 weeks per year	(CBA under negotiation)
Asst. Principals & Program Directors	annual salary	234 or 218 days per year	(CBA under negotiation)
OTs and PTs	annual salary	184 days per year, 7.25 hours per day	184 days per year, 7.25 hours per day
LPNs	annual salary	184 days per year, 7.25 hours per day	(CBA under negotiation)

Note: This chart does not include non-union contracts. Employees with individual contracts include Assistant Superintendents, Principals, and other central office

*Full-time Administrative Assistants are hired either full-year (1.0 FTE) or school-year (42 weeks, 0.82 FTE). Full-year employees work 6.5 (versus 7.0) hours per day

Work/Learning Time Comparisons		
Teacher/Student	FY20	FY21
Elementary Teacher	7 hours 10 minutes	(CBA under negotiation)
Middle Teacher	7 hours 15 minutes	(CBA under negotiation)
High School Teacher	7 hours 16 minutes	(CBA under negotiation)
Elementary Student	6 hours 30 minutes	6 hours 30 minutes
Middle Student	6 hours 35 minutes	6 hours 35 minutes
High School Student	6 hours 36 minutes	6 hours 36 minutes

Note: CBA allows teachers to leave at same time as students on Friday afternoons, so lessens Friday work day by a half hour

Town Employees			
Employee Group	Pay Structure	FY20 FTE Definition	FY21 FTE Definition
DPW and Facilities Non-Management	hourly rate	40 hours per week	40 hours per week
Firefighters	annual salary	42 hours per week	42 hours per week
General Government Employees	annual salary	36.25-37.5 hours per week	36.25-37.5 hours per week
Police Patrol Officers	annual salary	38.5 hours per week	38.5 hours per week
Police Superior Officers	annual salary	37.5 hours per week	37.5 hours per week
Police and Fire Dispatch Personnel	annual salary	37.5 hours per week	37.5 hours per week
Town Non-Union Management	annual salary	36.25 hours per week	36.25 hours per week

EXPENDITURES BY TOWN FOR SCHOOL DEPARTMENT

Andover funds some items that the State Department of Education considers to be school expenditures in non-school departmental budgets. Shown here are additional DOE defined school expenses that are not included in the school budget line in Article 4.

	EXPENDED FY2017	EXPENDED FY2018	EXPENDED FY2019	BUDGET FY2020
Categories				
Finance and Administrative Services	\$ 171,670	\$ 194,268	\$ 179,323	\$ 195,921
Human Resources and Benefits	56,722	57,572	59,007	60,187
School Security	4,000	4,000	4,000	4,000
Heating of School Buildings (school offices)	20,291	23,310	17,330	17,677
School Utility Services (electricity, water, sewer, trash, recycling)	286,670	321,948	343,361	362,222
Maintenance of School Grounds (grounds, fields, snow, sweeping)	210,854	220,872	144,377	228,968
Maintenance of School Buildings (Plant and Facilities)	783,594	800,217	2,560,753	2,938,737
Maintenance of School Equipment (Plant and Facilities, Public Safety)	110,584	113,933	136,164	130,808
Extraordinary Maintenance (Plant and Facilities)	2,286,866	2,629,896	1,753,787	2,016,832
Networking & Telecommunications	253,408	285,210	286,087	302,960
Technology Maintenance	1,011,657	1,026,832	1,014,041	1,259,039
Employer Retirement Contributions	1,887,913	2,180,738	2,398,812	2,558,775
Insurance for Active Employees	8,320,732	10,624,177	9,689,848	12,543,967
Insurance for Retired School Employees (1)	2,638,492	2,744,032	2,499,513	2,599,494
Other Non-Employee Insurance - Prop and Casualty	549,193	471,980	687,625	534,914
Short Term Interest	11,901	27,387	2,000	-
Purchase of Land & Buildings	-	-	1,239,504	
Capital Technology	1,449,955	2,568,609		
Long Term Debt Retirement/School Construction	4,542,133	3,995,667	4,174,433	4,066,833
Long Term Debt Service/School Construction	1,884,309	1,825,790	1,777,646	1,699,896
Regional School Assessment	578,780	610,000	592,235	647,149
TOTAL:	\$ 27,059,724	\$ 30,726,438	\$ 29,559,846	\$ 32,168,379

NOTES

The above report is submitted at year end as a part of the School Department End of Year Financial Report.

This section reports expenditures for the School Department that are not included in the School Department budget.

Categories and some allocations are determined by DOE regulations and/or joint agreement for services to School Department

FROM: MASSACHUSETTS DEPARTMENT OF EDUCATION
END OF YEAR PUPIL AND FINANCIAL REPORT

(1) Retired teachers were brought back into the Town from the GIC in FY15

TOWN AND SCHOOL SHARES OF FUNDS AVAILABLE FOR ANNUAL OPERATING BUDGETS

	Total Operating Budgets	School Operating Budget	School % of Total	Town Operating Budget	Town % of Total
FY2015	\$ 107,232,998	\$ 70,904,452	66.12%	\$ 36,328,546	33.88%
FY2016	\$ 110,621,891	\$ 73,296,591	66.26%	\$ 37,325,300	33.74%
FY2017	\$ 114,536,592	\$ 76,099,203	66.44%	\$ 38,437,389	33.56%
FY2018	\$ 118,775,274	\$ 79,143,171	66.63%	\$ 39,632,103	33.37%
FY2019	\$ 123,096,103	\$ 82,510,658	67.03%	\$ 40,585,445	32.97%
FY2020	\$ 128,037,353	\$ 85,929,808	67.11%	\$ 42,107,545	32.89%

SECTION V
THE WARRANT: ARTICLES

2020 ANNUAL TOWN MEETING

Saturday, September 12, 2020

WEST MIDDLE SCHOOL OPEN AIR TENT

CALL TO ORDER 9:30AM

OPENING PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ADMITTANCE OF NON-VOTERS

**MOTION TO DISPENSE WITH READING OF WARRANT AND RETURN OF SERVICE
BY TOWN COUNSEL**

**MOTION TO PERMIT MODERATOR TO REFER TO WARRANT ARTICLES BY
NUMBER AND BY SUBJECT MATTER**

ANNUAL TOWN ELECTION

ARTICLE 1. Annual Town Election: Moderator for one year, two Selectmen for three years, two School Committee members for three years, one Housing Authority Member for five years, and one Punchard Free School Trustee for three years, or take any other action related thereto.

All of the above candidates are to be voted on one ballot. The polls will be open from seven o'clock AM to eight o'clock PM.

After the final action on the preceding Article One, the said meeting shall stand adjourned by virtue of Chapter 39, Section 20 of the Massachusetts General Laws, to Saturday, September 12, 2020 at nine-thirty o'clock AM in the West Middle School Open Air Tent, 70 Shawsheen Road, in said Andover, then and there to begin acting upon articles that follow in this warrant.

On request of the Town Clerk

ELECTION NOT REQUIRED BY BALLOT

ARTICLE 2. To elect all other officers not required by law to be elected by ballot, or take any other action related thereto.

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The John Cornell Fuel Assistance Fund was established by Article 17 of the 1893 Annual Town Meeting. Five thousand dollars was left to the Town to be used for the needy and poor to purchase wood or coal. In 1995 the Trust documents were modified by the Probate Court of Massachusetts to permit the use of these funds for all types of fuel for heating, cooking or electrical purposes. Three trustees administer the funds. They are chosen on a staggered basis by vote at the Annual Town Meeting.

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Your Vote: Yes ___ No ___

On request of the Town Clerk

SALARIES OF ELECTED OFFICIALS

ARTICLE 3. To establish the salaries of the elected officers for the ensuing year, or take any other action related thereto.

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The 1998 Annual Town Meeting voted to establish the following salaries for elected officials effective July 1, 1999: \$1,500 for each member of the Select Board and the School Committee, and \$1,800 for each chairperson. The Moderator is paid \$250 for the Annual Town Meeting and \$60 for each Special Town Meeting. These salaries are not specified by Town bylaw, and therefore must be voted each year by Town Meeting.

~~~~~

Financial Impact of Article 3

Approval

Funds are budgeted in Article 4.
Accounts for approximately \$1 of the FY2021 average residential property tax bill.

Disapproval

FY2021 average residential property tax bill reduced by approximately \$1.

Your Vote: Yes ___ No ___

The FINANCE COMMITTEE voted 7-0 to recommend approval.

On request of the Town Clerk

FISCAL YEAR 2021 BUDGET

ARTICLE 4. To see if the Town will vote to determine what sums of money the Town will raise and appropriate, including appropriations from available funds, to defray charges and expenses of the Town, including debt and interest, and to provide for a reserve fund for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, or take any other action related thereto.

Motions for these FY2021 operating budgets are on the following two pages:

Public Safety	Unclassified Expenses (Compensation & Reserve Funds)
General Government	Andover Public Schools
Department of Public Works	Sewer
Department of Public Facilities	Water
Library	Technical Schools
Community Services	Obligations

The total spent by any department cannot exceed the amount voted by Town Meeting. The amount voted for “other expenses” must be spent only on departmental expenses and cannot be used to pay for “personal services” (compensation), and vice versa, except for the school budget. The school budget is voted as a single number and may be spent as needed.

Your Vote: Yes __ No __

The SELECT BOARD 4-1 voted to recommend approval.

The FINANCE COMMITTEE voted 6-0-2 to recommend approval.

The REVENUE AND EXPENDITURE TASK FORCE voted 6-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval of the School budget.

On request of the Town Manager

**ARTICLE 4
FY 2021
OPERATING BUDGET**

					8/12/20	
LINE ITEM	DEPARTMENT	EXPENDED FY2018	EXPENDED FY2019	BUDGET FY2020	FINCOM FY2021	% CHANGE FY20-FY21
	<u>PUBLIC SAFETY</u>					
1	PERSONAL SERVICES	15,738,420	15,203,790	15,967,894	16,397,465	
2	OTHER EXPENSES	<u>1,459,955</u>	<u>1,556,452</u>	<u>1,573,950</u>	<u>1,577,450</u>	
	TOTAL	17,198,375	16,760,242	17,541,844	17,974,915	2.47%
<i>Includes \$210,656 Parking Receipts; \$90,000 Detail Fees; and \$1,350,000 Ambulance Collections</i>						
	<u>GENERAL GOVERNMENT / IT / CD&P</u>					
3	PERSONAL SERVICES	5,967,447	6,020,370	6,676,109	6,950,662	
4	OTHER EXPENSES	<u>2,139,842</u>	<u>2,194,651</u>	<u>2,160,275</u>	<u>2,176,126</u>	
	TOTAL	8,107,289	8,215,021	8,836,384	9,126,788	3.29%
<i>Includes \$25,000 Wetland Filing Fees</i>						
	<u>DEPARTMENT OF PUBLIC WORKS</u>					
5	PERSONAL SERVICES	3,443,530	3,380,670	3,548,610	3,720,377	
6	OTHER EXPENSES	<u>5,372,453</u>	<u>4,831,922</u>	<u>5,272,339</u>	<u>5,635,949</u>	
	TOTAL	8,815,983	8,212,592	8,820,949	9,356,326	6.07%
<i>Includes \$60,000 Cemetery Revenues</i>						
	<u>PUBLIC FACILITIES</u>					
7	PERSONAL SERVICES	2,294,615	2,272,636	2,416,949	2,453,849	
8	OTHER EXPENSES	<u>1,282,239</u>	<u>1,396,212</u>	<u>1,398,600</u>	<u>1,375,450</u>	
	TOTAL	3,576,854	3,668,848	3,815,549	3,829,299	0.36%
<i>Includes \$80,000 Rental Receipts and \$8,000 AYF Gift</i>						
	<u>LIBRARY</u>					
9	PERSONAL SERVICES	2,057,011	2,124,655	2,215,139	2,255,543	
10	OTHER EXPENSES	<u>647,020</u>	<u>617,387</u>	<u>667,312</u>	<u>659,987</u>	
	TOTAL	2,704,031	2,742,042	2,882,451	2,915,530	1.15%
	<u>COMMUNITY SERVICES</u>					
11	PERSONAL SERVICES	1,664,177	1,708,768	1,765,477	1,808,993	
12	OTHER EXPENSES	<u>615,815</u>	<u>593,433</u>	<u>672,690</u>	<u>680,690</u>	
	TOTAL	2,279,992	2,302,201	2,438,167	2,489,683	2.11%
<i>Includes \$593,510, \$25,000 and \$47,000 in User Fees, \$59,000 Grants and \$22,000 AYF Gift</i>						
	<u>UNCLASSIFIED</u>					
13	COMPENSATION FUND	-	-	41,266	174,718	
14	RESERVE FUND	inc above	inc above	<u>200,000</u>	<u>200,000</u>	
	TOTAL			241,266	374,718	
	<u>TOWN DEPTS. TOTAL</u>					
	PERSONAL SERVICES	31,165,200	30,710,889	32,631,444	33,761,607	
	OTHER EXPENSES	11,517,324	11,190,057	11,945,166	12,305,652	
	<i>Less Budgeted Revenues</i>	<u>(2,519,280)</u>	<u>(2,773,935)</u>	<u>(2,469,065)</u>	<u>(2,570,166)</u>	
	NET TOTAL	40,163,244	39,127,011	42,107,545	43,497,094	3.30%

**ARTICLE 4
FY 2021
OPERATING BUDGET**

8/12/20

LINE DEPARTMENT ITEM	EXPENDED FY2018	EXPENDED FY2019	BUDGET FY2020	FINCOM FY2021	% CHANGE FY20-FY21
<u>ANDOVER SCHOOL DEPT</u>					
PERSONAL SERVICES	64,225,606	66,754,471	70,381,403	72,500,278	
OTHER EXPENSES	15,111,565	15,756,187	15,473,405	16,668,527	
KINDERGARTEN FEE OFFSET-PERSONAL SERVICES	-	-	75,000	77,895	
15 TOTAL	79,337,171	82,510,658	85,929,808	89,246,700	3.86%

LINE DEPARTMENT ITEM	EXPENDED FY2018	EXPENDED FY2019	BUDGET FY2020	FINCOM FY2021	% CHANGE FY20-FY21
<u>SEWER</u>					
16 PERSONAL SERVICES	339,738	254,166	333,049	346,903	
17 OTHER EXPENSES	<u>2,272,411</u>	<u>2,372,448</u>	<u>2,654,975</u>	<u>2,842,076</u>	
TOTAL	2,612,149	2,626,614	2,988,024	3,188,979	6.73%
<u>WATER</u>					
18 PERSONAL SERVICES	2,037,457	2,015,425	2,056,092	2,178,805	
19 OTHER EXPENSES	<u>3,004,495</u>	<u>3,215,857</u>	<u>3,290,950</u>	<u>3,323,000</u>	
TOTAL	5,041,952	5,231,282	5,347,042	5,501,805	2.89%
TOTAL	7,654,101	7,857,896	8,335,066	8,690,784	

LINE DEPARTMENT ITEM	EXPENDED FY2018	EXPENDED FY2019	BUDGET FY2020	FINCOM FY2021	% CHANGE FY20-21
<u>OBLIGATIONS</u>					
20 TECHNICAL SCHOOLS	581,967	592,235	647,149	740,000	14.35%
21 DEBT SERVICE	14,048,506	14,479,615	15,149,625	16,873,972	11.38%
22 GENERAL INSURANCE	901,405	1,370,445	1,064,473	1,225,921	15.17%
23 UNEMPLOYMENT COMP.	160,000	160,000	160,000	160,000	
24 RETIREMENT FUND	9,428,488	10,371,338	11,410,355	13,610,301	19.28%
25 HEALTH INSURANCE FUND	19,257,000	20,662,075	21,340,842	22,338,257	4.67%
26 OPEB	<u>1,264,338</u>	<u>1,416,888</u>	<u>1,569,559</u>	<u>1,631,003</u>	<u>3.91%</u>
TOTAL	45,641,704	49,052,596	51,342,003	56,579,454	10.20%
<i>Includes \$189,000 from Cable Funds, \$71,339 from Premium Reserve</i>					

GRAND TOTAL	175,315,500	181,322,096	190,183,487	200,584,197	
Less Budgeted Revenues	<u>(2,841,118)</u>	<u>(3,013,572)</u>	<u>(2,704,915)</u>	<u>(2,759,166)</u>	
NET TOTAL	172,474,382	178,308,524	187,478,572	197,825,031	5.52%

FISCAL YEAR 2021 CAPITAL PROJECTS FUND

ARTICLE 5. To see if the Town will vote to raise by taxation and appropriate a sum of money for the purpose of funding the Fiscal Year 2021 appropriation for the Capital Projects Fund, or take any other action related thereto.

~ ~ ~ ~ ~

The Capital Projects Fund is considered to be part of the FY2021 budget, but it is voted in a separate warrant article. This allows any balance in the fund at the end of a fiscal year to be carried forward to finish projects not completed by year-end. The use of a separate warrant article also makes it easier to track projects and spending. The appropriation is from taxation. During the course of the year, these projects may change as a result of costs and priorities. For details on specific proposed projects, see the *Town Manager's Capital Improvement Plan* at www.andoverma.gov/CIP2021.

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FY2021 CAPITAL PROJECTS FUND RECOMMENDED BY TOWN MANAGER

<u>Project Item</u>	<u>Amount</u>
Staff Device Refresh	\$205,108
Student Device Refresh	\$160,000
IT Platforms and Infrastructure	\$50,000
Library Circulation Desk Replacement	\$35,000
Relocate/Renovate Library Maker Space Design	\$15,000
Police Vehicle Replacement	\$92,000
SCBA Air Compressor System	\$96,000
Town Projects – Mechanical and Electrical Division	\$30,000
Town and School Security Projects	\$78,000
School Projects – All Schools	\$650,000
School Projects - By Building	\$500,000
Total from General Fund Revenue	\$1,911,108

Your Vote: Yes ___ No ___

The SELECT BOARD 5-0 voted to recommend approval.

The FINANCE COMMITTEE voted 6-0-2 to recommend approval.

The REVENUE AND EXPENDITURE TASK FORCE voted 6-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

PENSION OBLIGATION BOND SPECIAL LEGISLATION

ARTICLE 6. To see if the Town will authorize the Select Board to petition the General Court for legislation that would authorize the Town to borrow for the purpose of funding the unfunded pension liability, so-called, of the Town's retirement system, or take any other action related thereto.

~ ~ ~ ~ ~

This article authorizes the Select Board to submit legislation that would allow the Town to borrow funds for a Pension Obligation Bond, which is a borrowing for the purpose of funding the unfunded pension liability of the Town's Retirement System. This would not authorize any borrowing, but it is the first step in allowing the Town to have authorization for this type of borrowing. The intent of a Pension Obligation Bond is to take advantage of low interest rates to fund the pension system's liability. By taking advantage of the lower cost to borrow, a Pension Obligation Bond would reduce the Town's financial liability and ultimately mitigate taxpayer impacts. There is no cost associated to the approval of this article.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Town Manager and the Finance Committee

FINANCIAL HOUSEKEEPING ARTICLES

ARTICLE 7. To see if the Town will vote the following consent articles, or take any other action related thereto:

~~~~~

These articles are general financial housekeeping articles that Town Meeting is asked to approve every year by law and are routinely voted without discussion. If Town Meeting approves these in a group vote, it will cut down on the number of votes required at Town Meeting. The Town Moderator will ask the Town Meeting voters if anyone would like to hold on a specific article and, if so, that article will be held out for discussion and a separate vote will be taken. Otherwise, there will be a single vote for 7A-7H.

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BUDGET TRANSFERS

ARTICLE 7A. To see if the Town will vote to transfer from amounts previously appropriated at the April 2019 Annual Town Meeting as authorized by Massachusetts General Laws Chapter 44, Section 33B, or take any other action related thereto.

~~~~~

This article authorizes the transfer of funds appropriated by the 2019 Town Meeting from certain departmental budgets with projected surpluses to other departments to cover costs not anticipated in preparation of the FY2019 Budget.

~~~~~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE will make its recommendation at Town Meeting.

On request of the Finance Director

**SUPPLEMENTAL BUDGET APPROPRIATIONS
(Expected To Be Withdrawn)**

ARTICLE 7B. To see if the Town will vote to transfer from available funds a sum of money to supplement appropriations voted at the April 2019 Annual Town Meeting, or take any other action related thereto.

~~~~~

This article requests monies be appropriated from Free Cash to supplement the FY2020 General Insurance budget due to Worker's Compensation claims over the amount budgeted. No appropriations are expected.

~~~~~

On request of the Town Manager

STABILIZATION FUND

ARTICLE 7C. To see if the Town will vote to appropriate and raise from taxation or available funds a sum of money to the Stabilization Fund in accordance with Massachusetts General Laws Chapter 40, Section 5B, as amended by Chapter 46, Sections 14 and 50 of the Acts of 2003 and Chapter 218 of the Acts of 2016, or take any other action related thereto.

~~~~~

This article authorizes a transfer of funds to the Town's General Stabilization Fund. The Stabilization Fund is used to accumulate amounts for future spending purposes. The current balance in the Fund is \$6,565,397 which is well within our policy of 3-7% of General Fund Revenue. Bond rating agencies, such as Standard and Poor's, consider the balance in the Stabilization Fund when they are rating the Town before bonds are issued. A high stabilization fund balance is looked upon more favorably as it means the Town has some reserves if needed for future spending. Appropriations to the Stabilization Fund require a majority vote of Town Meeting. Appropriations taken out of the Stabilization Fund require a two-thirds (2/3) vote.

~~~~~

Requires a two-thirds (2/3) vote

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE will make its recommendation at Town Meeting.

On request of the Town Manager

FREE CASH

ARTICLE 7D. To see what amount the Town will vote to permit the Assessors to use in Free Cash to reduce the Fiscal Year 2021 tax rate and to affect appropriations voted at the 2020 Annual Town Meeting, or take any other action related thereto.

~~~~~

Andover's policy is to not use Free Cash for operating budgets, but only for nonrecurring emergency expenditures, capital and equipment purchases, or for appropriation to a stabilization fund to provide financial stability. By adhering to this Free Cash policy, the Town avoids the creation of future operating deficits by using one-time revenues to fund ongoing expenditures.

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Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE will make its recommendation at Town Meeting.

On request of the Finance Director

UNEXPENDED APPROPRIATIONS

ARTICLE 7E. To see what disposition shall be made of unexpended appropriations and Free Cash in the treasury, or take any other action related thereto.

~~~~~

Unexpended balances in Special Article accounts are carried forward from year to year as contrasted with the budget account balances that are usually lapsed at the end of the fiscal year into Free Cash. When the purpose for which a Special Article appropriation was made has been accomplished, the balance remains in the account until it is either reappropriated or lapsed into surplus revenue. In either case, a specific vote of the Town Meeting is required. The motion will list specific transfers.

~~~~~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE will make its recommendation at Town Meeting.

On request of the Finance Director

UNEXPENDED APPROPRIATIONS CAPITAL PROJECTS FUND

ARTICLE 7F. To see what disposition shall be made of unexpended appropriations in the Capital Projects Fund, or take any other action related thereto.

~~~~~

Unexpended balances in Special Article accounts are carried forward from year to year as contrasted with the budget account balances that are usually lapsed at the end of the fiscal year into Free Cash. When the purpose for which a Special Article appropriation was made has been accomplished, the balance remains in the account until it is either reappropriated or lapsed into surplus revenue. In either case, a specific vote of the Town Meeting is required. The motion will list specific transfers.

~~~~~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.
The FINANCE COMMITTEE will make its recommendation at Town Meeting.

On request of the Finance Director

FY2021 REVOLVING ACCOUNTS

ARTICLE 7G. To see if the Town will vote to authorize the following revolving funds for certain Town departments under Massachusetts General Laws Chapter 44, Section 53E½ for the fiscal year beginning July 1, 2020, or take any other action related thereto.

Revolving Fund	Authorized to Spend	Use of Fund	Revenue Source	FY2021 Expenditure Limit
A. Community Development & Planning Department	Division Heads	Advertising legal hearing notice expenses for permit applications	Applicant Fees	\$20,000
B. Memorial Hall Library-Lost/Damaged Materials	MHL Director	Replacement of lost/damaged library materials	Restitution payments/charges to borrower or patron	\$20,000
C. Health Clinic	Public Health Director	Clinic supplies and other expenses	Clinic participant fees	\$60,000
D. Division of Recreation	Recreation Services Director	Trips, ticket sales and special programs and activities	Participant fees	\$625,000
E. Division of Youth Services	Youth Services Director	All programs and activities expenses, part-time help	Participant fees	\$400,000
F. Field Maintenance	Municipal Services - Plant and Facilities Director	Field maintenance, upgrade and related expenses	Field rental fees	\$150,000
G. Division of Elder Services	Elder Services Director	Senior programs, classes and activities	Participant fees	\$225,000
H. Police Communications	Chief of Police	Maintenance and purchase of public safety radio and antennae equipment	Lease agreements for antenna users	\$50,000
I. School Photocopy Fees	School Dept.	Photocopy Center Costs	External Private Groups	\$10,000
J. Compost Program	Municipal Services - Plant and Facilities Director	Offset Compost Monitoring and Cleanup Expenses	Contractor Permit fees, revenues from sale of compost	\$60,000
K. Solid Waste	Municipal Services -Public Works Director	Offset Trash and Recycling Costs	CRT, HHW and Trash fees	\$40,000
L. Stormwater Management	Planning Director	Consulting and Environmental Monitoring of Stormwater Management Applications and Permits	Applicant	\$5,000
M. Fire Rescue	Fire Chief	Training and Equipment	Service Fees	\$100,000
N. Health Services	Public Health Director	Health Dept. Inspections	Inspection Fees	\$100,000
O. Sign Shop Revolving Fund	Director of Public Works	Sign Production Revenue	Sign Production and Supplies Expenses	\$10,000

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.
The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Finance Director

PEG ACCESS AND CABLE RELATED FUND EXPENSES

ARTICLE 7H. To see if the Town will vote to appropriate cable franchise fees and other cable-related revenues to support PEG access services, cable related expenses, and oversight of the cable franchise agreements for fiscal year 2021, which begins on July 1, 2020, or take any other action related thereto.

~ ~ ~ ~ ~

This article is a request to appropriate \$385,975 from the revenues received from the Comcast and Verizon cable franchise license agreements to pay for expenses related to the Town of Andover's grant agreement with Andover Community Access and Media (also known as AndoverTV) and other cable-related expenses.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Finance Director

MINOR FINANCIAL ARTICLES

ARTICLE 8. To see if the Town will vote the following consent articles, or take any other action related thereto:

~ ~ ~ ~ ~

These articles are general financial housekeeping articles that Town Meeting is asked to approve every year by law and are routinely voted without discussion. If Town Meeting approves these in a group vote, it will cut down on the number of votes required at Town Meeting. The Town Moderator will ask the Town Meeting voters if anyone would like to hold on a specific article and, if so, that article will be held out for discussion and a separate vote will be taken. Otherwise, there will be a single vote for 8A-8D.

~ ~ ~ ~ ~

OVERLAY SURPLUS TRANSFER

ARTICLE 8A. To see if the Town will vote to transfer \$20,000 from Overlay Surplus to fund expenses related to the FY2021 valuation of personal property accounts of locally assessed gas distribution companies, or take any other action related thereto.

~ ~ ~ ~ ~

This article requests funding to hire an outside consultant to value locally assessed gas distribution properties in the Town of Andover as required by the Massachusetts Department of Revenue. The valuation was previously performed by the Department of Revenue. The source of the funding is from overlay surplus as declared by the Board of Assessors.

~ ~ ~ ~ ~

Financial Impact of Article 8A

Approval

Reduces Overlay Account balance by \$20,000.
No FY2021 tax bill impact.

Disapproval

\$20,000 available in the Overlay Account for
future years.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Finance Director

ELDERLY/DISABLED TRANSPORTATION PROGRAM

ARTICLE 8B. To see if the Town will vote to appropriate and raise by taxation a sum not to exceed \$12,000 for the purpose of continuing to provide for an elderly and disabled transportation subsidy program, or take any other action related thereto.

~ ~ ~ ~ ~

The Town provides certain transportation subsidies for our elderly and disabled citizens. These subsidies currently allow seniors 60 years of age and older and disabled persons to ride free on the MVRTA shuttle bus. This article will continue to provide critical transportation benefits to our senior and disabled residents.

~ ~ ~ ~ ~

Financial Impact of Article 8B

Approval

\$12,000 from taxation.

Included in projected FY2021 tax bill.

Disapproval

Increases excess levy capacity by \$12,000.

Reduces projected FY2021 tax bill by less than \$1.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The FINANCE COMMITTEE voted 8-0 to recommend approval.

The COMMISSION ON DISABILITY voted 10-0 to recommend approval.

On request of the Council on Aging

SUPPORT FOR ANDOVER DAY

ARTICLE 8C. To see if the Town will vote to appropriate and raise by taxation or transfer from available funds a sum not to exceed \$5,000 for the purpose of paying a portion of the municipal costs associated with Andover Day in the downtown, or take any other action related thereto.

~ ~ ~ ~ ~

This article will provide \$5,000 to pay for overtime costs incurred by Town departments during civic events such as Andover Day when Main Street and associated side streets must be closed.

~ ~ ~ ~ ~

Financial Impact of Article 8C

Approval

\$5,000 from taxation.

Included in projected FY2021 tax bill.

Disapproval

Increases excess levy capacity by \$5,000.

Reduces projected FY2021 tax bill by less than \$1.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Town Manager

SPRING GROVE CEMETERY MAINTENANCE

ARTICLE 8D. To see if the Town will vote to transfer the sum of \$6,000 from the Spring Grove Cemetery Perpetual Care reserve account and appropriate the sum of \$6,000 for the purpose of cemetery maintenance, including costs incidental and related thereto, or take any other action related thereto.

~ ~ ~ ~ ~

This article will provide \$6,000 for Spring Grove Cemetery repairs including roadway paving, masonry work to the historic stone wall and support for the Cemetery Master Plan. Funding for this article comes from interest on the Spring Grove Cemetery Perpetual Care fund.

~ ~ ~ ~ ~

Financial Impact of Article 8D	
<u>Approval</u>	<u>Disapproval</u>
Reduces Cemetery Fund balance by \$6,000. No FY2021 tax bill impact.	\$6,000 available for spending by a future Town Meeting for cemetery improvements.

Your Vote: Yes___ No___

The **SELECT BOARD** voted 4-0 to recommend approval.
 The **FINANCE COMMITTEE** voted 8-0 to recommend approval.
 The **COMMISSION ON DISABILITY** voted 10-0 to recommend approval.

On request of the Director of Public Works

GENERAL HOUSEKEEPING ARTICLES

ARTICLE 9. To see if the Town will vote the following consent articles, or take any other action related thereto.

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These articles are general housekeeping articles that Town Meeting is asked to approve every year by law and are routinely voted without discussion. If Town Meeting approves these in a group vote, it will cut down on the number of votes required at Town Meeting. The Town Moderator will ask the Town Meeting voters if anyone would like to hold on a specific article and, if so, that article will be held out for discussion and a separate vote will be taken. Otherwise, there will be a single vote for 13A-13F.

~~~~~

GRANT PROGRAM AUTHORIZATION

ARTICLE 9A. To see if the Town will vote to authorize the Select Board and/or the Town Manager to apply for, accept and enter into contracts from time to time for the expenditure of any funds allotted to Andover by the Commonwealth of Massachusetts or the U.S. Government under any State or Federal grant program, or take any other action related thereto.

~~~~~

This article authorizes Town Officials to apply for and to accept Federal or State grants requiring Town Meeting approval that might become available during the coming fiscal year. Without Town Meeting authorization, these grants could be lost or jeopardized due to the delay resulting from either having to call a special Town Meeting or wait for the next Annual Town Meeting for approval.

~~~~~

Your Vote: Yes___ No___

The **SELECT BOARD** voted 4-0 to recommend approval.
 The **FINANCE COMMITTEE** voted 8-0 to recommend approval.

On request of the Town Manager

ROAD CONTRACTS

ARTICLE 9B. To see if the Town will vote to authorize the Town Manager to enter into a contract with the Massachusetts Highway Department Commissioners or the Federal Government for the construction and maintenance of public highways in the Town of Andover for the ensuing year, or take any other action related thereto.

Your Vote: Yes___ No___

The **SELECT BOARD** voted 4-0 to recommend approval.
 The **FINANCE COMMITTEE** voted 8-0 to recommend approval.

On request of the Town Manager

TOWN REPORT

ARTICLE 9C. To act upon the report of the Town officers, or take any other action related thereto.

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This article refers to the Annual Town Report prepared by the Town Manager. As the result of a bylaw passed by the 1984 Annual Town Meeting, a summary of the 2019 Annual Report has been included at the end of the Finance Committee Report.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

On request of the Town Manager

PROPERTY TAX EXEMPTIONS

ARTICLE 9D. To see if the Town will vote to accept the provisions of Section 4, Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988 to allow an additional property tax exemption for Fiscal Year 2021 for those persons who qualify for property tax exemptions under Massachusetts General Laws Chapter 59, Section 5, or take any other action related thereto.

~ ~ ~ ~ ~

Annually, Town Meeting has voted to adopt a state law providing for property tax exemptions for older citizens, surviving spouses, minor children of deceased parents or the blind who meet specific income eligibility and/or medical requirements. This article would allow these exemptions to be increased, under certain conditions, to provide some protection from large increases in property taxes.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Board of Assessors

CONTRACTS IN EXCESS OF THREE YEARS

ARTICLE 9E. To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Town Manager or the Superintendent of Schools to solicit and award contracts for terms exceeding three years but no greater than five years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interests of the Town by a vote of the Select Board or the School Committee, as appropriate, or take any other action related thereto.

~ ~ ~ ~ ~

Contracts for goods and services which are entered into under the provisions of Massachusetts General Laws Chapter 30B (The Uniform Procurement Act) cannot exceed three years unless authorized by Town Meeting. If an opportunity arises for a longer-term contract which is in the best interests of the Town, the opportunity may be lost if the Town has to wait until the next Town Meeting for approval of the contract. This article would authorize such contracts up to five years upon approval of the appropriate elected body.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The FINANCE COMMITTEE voted 8-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

ACCEPTING EASEMENTS

ARTICLE 9F. To see if the Town will vote to authorize the Select Board and the School Committee to accept grants of easements for streets, water, drainage, sewer and utility purposes or any public purpose on terms and conditions the Board and the Committee deem in the best interests of the Town, or take any other action related thereto.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

RESCINDING BOND AUTHORIZATIONS

ARTICLE 9G. To see if the Town will vote to rescind unissued bond authorizations from prior Town Meetings, or take any other action related thereto.

~~~~~

When a project is complete and funds voted for long-term borrowing no longer need to be borrowed, the borrowing authorization can be rescinded by Town Meeting. This article asks Town Meeting to authorize rescinding \$300,000 from the authorization, voted as Article 36 of the April 30, 2012 Annual Town Meeting. The NPDES permit for the Water Treatment Plant has been approved by the EPA and the authorization does not need to be borrowed.

~~~~~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Finance Director

GRANTING EASEMENTS

ARTICLE 10. To see if the Town will vote to authorize the Select Board and the School Committee to grant easements for water, drainage, sewer and utility purposes or any public purpose on terms and conditions the Board and the Committee deem in the best interests of the Town, or take any other action related thereto.

Requires a two-thirds (2/3) vote

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

On request of the Town Manager

UNPAID BILLS

ARTICLE 11. To see if the Town will vote to transfer from available funds a sum of money to pay unpaid bills for which obligations were incurred in prior fiscal years, or take any other action related thereto.

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In order for a bill to be paid in the normal course of events, it must be submitted during the fiscal year in which the Town obligation was incurred or shortly thereafter. If a vendor fails to follow this procedure the bill must be presented to a Town Meeting for its approval before payment. A four-fifths (4/5) majority vote is required for the bill to be paid.

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Requires a four-fifths (4/5) vote

Financial Impact of Article 11

Approval

Reduces Free Cash by \$3,870.

No FY2021 tax bill impact.

Disapproval

\$3,870 available for spending by a future Town Meeting.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Town Accountant

CHAPTER 90 AUTHORIZATIONS

ARTICLE 12. To see if the Town will vote to authorize the Town to acquire any necessary easements by gift, by purchase or by right of eminent domain for Chapter 90 Highway Construction or any other federal or state aid program for road or sidewalk improvements, or take any other action related thereto.

Requires a two-thirds (2/3) vote

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Town Manager

JERRY SILVERMAN FIREWORKS

ARTICLE 13. To see if the Town will vote to appropriate and raise by taxation or available funds the amount of \$14,000 for the Jerry Silverman Fireworks Program as part of the Fourth of July festivities, or take any other action related thereto.

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The sum of \$14,000 is requested as the Town's contribution for the fireworks celebration. The fireworks are named in honor of Jerry Silverman who, for over fifty years, took it upon himself to raise the funds necessary for the Town's annual fireworks celebration from both private and public sources.

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Financial Impact of Article 13

Approval

\$14,000 from taxation.

Included in projected FY2021 tax bill.

Disapproval

Increases excess levy capacity by \$14,000.

Reduces projected FY2021 tax bill by less than \$1.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of the Town Manager

SCHOOL DEPARTMENT REVOLVING FUND

ARTICLE 14. To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 44, Section 53E ½ to allow all monies received by the School Department in connection with a fee-based, Andover-led professional development institute for teachers and educators, or take any other action related thereto.

~~~~~

This article if approved would allow for all monies received by the School Department in connection with a fee-based, Andover-led professional development institute for teachers and educators to be placed in a separate revolving account subject to the provisions of Massachusetts General Law Chapter 44, Section 53E1/2.

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School Department	School Department	Professional Development	Tuition Fees	Fiscal Year 2020 and Subsequent Years
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Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.
The FINANCE COMMITTEE voted 9-0 to recommend approval.
The SCHOOL COMMITTEE voted 5-0 to recommend approval.
The PLANNING BOARD voted 5-0 to take no position.

On request of the School Committee

SALE OF TOWN YARD PROPERTY AND PORTION OF LEWIS STREET

ARTICLE 15. To see if the Town will vote to transfer the care, custody, management and control of the land and buildings known as the Town Yard, and a portion of Lewis Street to be discontinued, which land and buildings are shown as Lot 1, and bounded and described on a Plan entitled "Plan of Land in Andover, Mass. Prepared for the Town of Andover, Date: February 13, 2020, Scale 1" = 30" prepared by Andover Consultants, Inc., containing 3.404 acres, a copy of which Plan is on file with the Office of the Town Clerk, from the Select Board for the purposes for which such land and buildings are currently held to the Select Board for the purposes of sale of said land and buildings, to declare said land and buildings available for sale and to authorize the Select Board to sell said land and buildings, according to the provisions of Massachusetts General Laws Chapter 30B, substantially in accordance with the terms, conditions and restrictions set forth in the Request for Proposals on file with the Office of the Town Clerk, upon such final terms and conditions as the Select Board deems to be in the best interests of the Town, and further that the Select Board approve any other restrictions, including restrictions on use, that are in the best interests of the Town, or take any other action related thereto.

~~~~~

This article authorizes the Select Board to sell the 3.4-acre, Town-owned land known as the Old Town Yard in accordance with detailed community input. Located along the commuter rail line in the heart of Andover, the Old Town Yard is now a vacant property no longer used by the Department of Public Works. This article requires that the Select Board sell the property for mixed-use development in conformity with a community-authored Request for Proposals (RFP). Drawing on five years of community input, the RFP seeks development that provides restaurants and retail, housing for seniors and young professionals, traffic improvements, adequate parking, "place-making" opportunities for residents, community spaces, improved linkages in the area for bicycles and pedestrians, better accessibility to the MBTA station, and environmentally responsible development. The RFP requires that development adhere to detailed design guidelines that protect the character of the neighborhood.

~~~~~

Requires a two-thirds (2/3) vote

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 9-0 to recommend approval.
The PLANNING BOARD voted 4-0 to recommend approval.
The SCHOOL COMMITTEE voted 5-0 to recommend approval.
The PRESERVATION COMMISSION voted 6-0 to recommend approval.
The HISTORIC MILL DISTRICT TASK FORCE voted 8-0 to recommend approval.
The GREEN ADVISORY BOARD voted 6-0 to recommend approval.
The MEMORIAL HALL LIBRARY TRUSTEES voted 7-0 to recommend approval.
The COMMISSION ON DISABILITY voted 9-1 to recommend approval.

On request of the Town Manager

DISCONTINUANCE OF A PORTION OF LEWIS STREET AS A PUBLIC WAY

ARTICLE 16. To see if the Town will vote to discontinue as a public way that portion of Lewis Street which is described as follows:

The area shown as “Portion of Lewis Street to be Discontinued 6,722 S.F.+/-” on Plan of Land entitled “Discontinuance Plan, Portion of Lewis Street, Andover, Mass. Prepared for: Town of Andover, Date: March 2, 2017, Scale 1” = 40’, Andover Consultants, Inc., 1 East River Place, Methuen, Mass., 01844,” a copy of which Plan is on file in the Office of the Town Clerk, or take any other action related thereto.

~~~~~

This article discontinues a portion of Lewis Street so that the portion is no longer a public way. This discontinuance removes a public way from the Old Town Yard so that the selected developer will have the maximum flexibility to use the space to best achieve the development objectives set forth by the community-authored Request for Proposals. This article does not discontinue any portion of Lewis Street outside of the Old Town Yard.

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Requires a two-thirds (2/3) vote

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.

The FINANCE COMMITTEE voted 9-0 to recommend approval.

The PLANNING BOARD voted 4-0 to recommend approval.

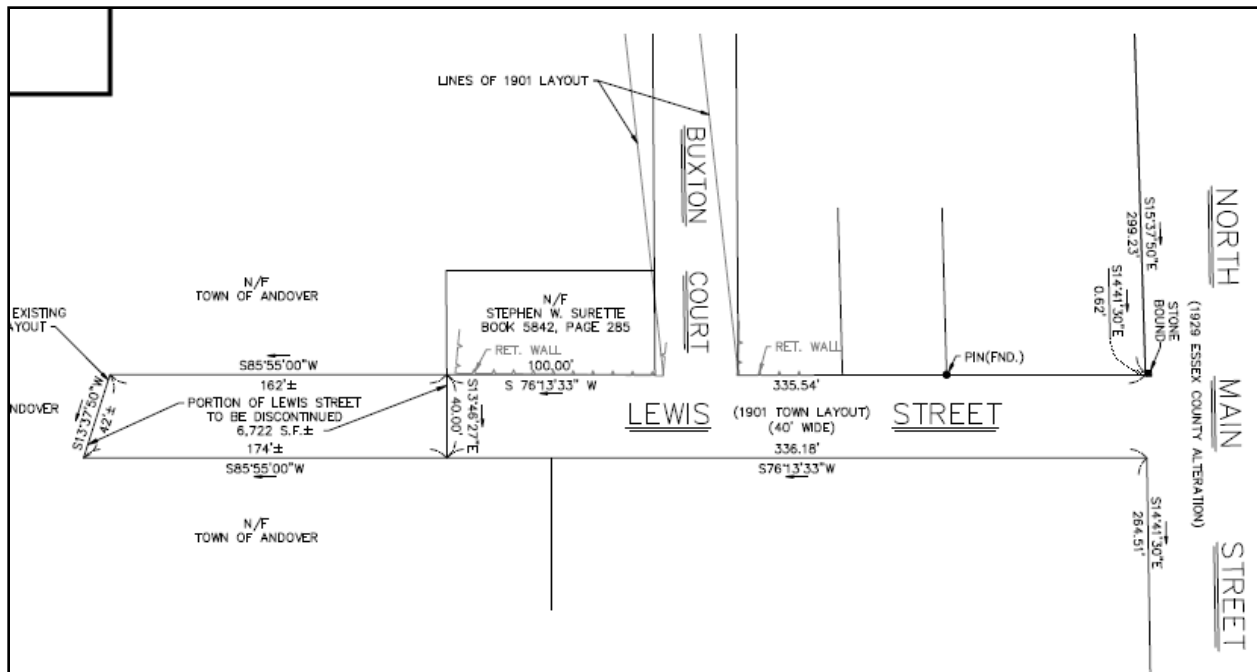
The SCHOOL COMMITTEE voted 5-0 to recommend approval.

The PRESERVATION COMMISSION voted 6-0 to recommend approval.

The HISTORIC MILL DISTRICT TASK FORCE voted 8-0 to recommend approval.

The MEMORIAL HALL LIBRARY TRUSTEES voted 7-0 to recommend approval.

On request of the Town Manager



Article 16. Discontinuance of a Portion of Lewis Street as a Public Way

Article 17. Taking by Eminent Domain of Town Yard Property and Discontinued Portion of Lewis Street

**TAKING BY EMINENT DOMAIN OF TOWN YARD PROPERTY AND
DISCONTINUED PORTION OF LEWIS STREET**

ARTICLE 17. To see if the Town will vote to authorize the Select Board to take by eminent domain the land and buildings known as the former Town Yard and a discontinued portion of Lewis Street, shown as Lot 1, containing 3.404 acres, and the parcel of land shown as Parcel X containing 1,884 square feet, bounded and described on the plan entitled "Plan of Land in Andover, Mass." Prepared for the Town of Andover, Date: February 13, 2020, Scale 1"=30', prepared by Andover Consultants, Inc., a copy of which Plan is on file with the Office of the Town Clerk, for the purpose of resolving any matters regarding the title and boundaries of said property, and to pay no damages for said taking, or take any other action related thereto.

~ ~ ~ ~ ~

This article simply allows the Town to take its own land to turn the multiple parcels that comprise the Old Town Yard into a single parcel. When selling the Old Town Yard, it is optimal to take this action to clear any title questions and convey the land as one parcel. This article does not authorize the taking of any privately-owned land.

~ ~ ~ ~ ~

Requires a two-thirds (2/3) vote

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.

The FINANCE COMMITTEE voted 9-0 to recommend approval.

The PLANNING BOARD voted 4-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

The PRESERVATION COMMISSION voted 6-0 to recommend approval.

The HISTORIC MILL DISTRICT TASK FORCE voted 8-0 to recommend approval.

The MEMORIAL HALL LIBRARY TRUSTEES voted 7-0 to recommend approval.

On request of the Town Manager

BALD HILL AND TEWKSBURY STREET LAND SWAP

ARTICLE 18. To see if the Town will vote to transfer the care, custody, and control of the parcel of land, consisting of approximately 7.419 acres, located at 126 Tewksbury Street, and recorded at Book 10031, Page 237 of the Essex North District Registry of Deeds, shown as Assessors Map 182, Parcel 7 which is being used for general municipal purposes from the Select Board to the Conservation Commission pursuant to Massachusetts General Laws, Chapter 40, Section 8C and Article 97 of the Massachusetts Constitution for conservation and passive recreation purposes and to transfer the care, custody and control of two parcels of land on High Plain Road consisting of approximately 4.401 acres used as the Bald Hill composting facility and approximately .677 acres used as a dog park and parking lot, both parcels being a portion of the property described in a deed recorded at Book 1294, Page 232 and shown as Lot 1 and Lot 2 respectively on a plan on file at the Town Clerk's Office titled "Plan of Land in Andover, Mass. Prepared for Town of Andover, Date January 20, 2020" by Andover Consultants Inc. from the Conservation Commission to the Select Board on the conditions that said composting facility shall remain as a composting facility only to be used for composting organic material such as leaves, sticks, grass clippings, wood chips and the like, and said dog park and parking lot shall remain as a dog park and parking lot and if the land transferred to the care, custody and control of the Select Board ceases to be used as a composting facility or dog park and parking lot, then that portion of the land which is not so used as a composting facility or dog park and parking lot shall revert back to the Conservation Commission of the Town of Andover for conservation and passive recreation purposes, and to authorize the Town Manager to petition the Legislature for special legislation to authorize the foregoing transfers and conditions, provided that the Legislature may reasonably vary the form and substance of the required legislation within the scope of the general public objectives of the petition or take any other action related thereto.


~~~~~

In 1978 the Conservation Commission entered into a Self Help Grant Agreement for \$125,000.00 for property on High Plain Road. The property was to be used for conservation and passive recreation purposes. Around 1990 the Town placed a leaf composting facility on approximately 4.401 acres under the impression that this had been authorized by the Director of Conservation Services of the Executive Office of Environmental Affairs. Approximately 10 years ago the Town placed a dog park and parking lot on approximately 0.677 acres.

The Commonwealth has informed the Town that since the above two uses had not been properly authorized, the situation must be rectified. A solution which the Town is proposing is to have a swap of land, with the two parcels containing the composting facility and dog park being placed under the care, custody and control of the Select Board and a parcel of approximately 7.419 acres at 126 Tewksbury Street (purchased from Reichold Corp.) along the Shawsheen River being placed into the care, custody and control of the Conservation Commission.

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Your Vote: Yes ☐ **No** ☐

The SELECT BOARD voted 5-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.
The PLANNING BOARD voted 5-0 to recommend approval.
The CONSERVATION COMMISSION voted 7-0 to recommend approval.

On request of the Town Manager

APPROPRIATION FROM ELDER SERVICES PROGRAM STABILIZATION FUND

ARTICLE 19. To see if the Town will vote to transfer and appropriate the sum of \$12,000 from the Elder Services Program Stabilization Fund established under Article 1 of the May 7, 2013 Special Town Meeting to be used for the development and implementation of new programs, services and activities as recommended by the Division of Elder Services and approved by the Town Manager, or to take any action related thereto.

~~~~~

The Division of Elder Services is requesting to use \$12,000 from the Elder Services Program Stabilization Fund. This amount represents the interest that has been accrued in the fund. The funds will be used for programming and outreach.

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Requires a two-thirds (2/3) vote

Financial Impact of Article 19

<u>Approval</u>	<u>Disapproval</u>
Reduces Elder Services Program Stabilization Fund Balance by \$12,000.	\$12,000 available in the Elder Services Program Stabilization Fund for future Years.
No FY2021 tax bill impact.	

Your Vote: Yes ☐ **No** ☐

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.

On request of Director of Community Services

STABILIZATION FUND BOND PREMIUM

ARTICLE 20. To see if the Town will vote to transfer the sum of \$100,000 from the Bond Premium Stabilization Fund to the General Fund to offset non-exempt debt interest payments, or take any other action related thereto.

~~~~~

The Bond Premium Stabilization Fund was established for the purpose of using bond premiums to offset the interest on non-exempt outstanding debt. This article transfers \$100,000 from the Bond Premium Stabilization Fund to the General Fund to offset the interest costs of the bonds that generated bond premiums. The funds from this stabilization fund may be used when the coupon rate of interest is higher than the actual interest rate to mitigate the impact on the general fund budget.

~~~~~

Requires a two-thirds (2/3) vote

Financial Impact of Article 20	
<u>Approval</u>	<u>Disapproval</u>
Reduces Bond Premium Stabilization Fund balance by \$100,000. No FY2021 tax bill impact.	\$100,000 available for spending by a future Town Meeting to reduce the exempt debt interest appropriation.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.
The PLANNING BOARD voted 5-0 to take no position.

On request of the Finance Director

WATER TREATMENT PLANT MAINTENANCE

ARTICLE 21. To see if the Town will vote to appropriate the sum of \$300,000 in the Water Enterprise Fund for the purpose of paying various maintenance costs related to the water distribution system and the Water Treatment Plant, including any other costs incidental and related thereto, or take any other action related thereto.

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A recent inventory and assessment of the Water Treatment Plant assets was conducted resulting in short- and long-range projections of maintenance and replacement projects needed over the next twenty years. Life spans of assets can range from four (4) years to forty-five (45) years.

~~~~~

Financial Impact of Article 21	
<u>Approval</u>	<u>Disapproval</u>
Factored into FY2021 Water Rates.	No change in FY2021 Water Rates.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.
The PLANNING BOARD voted 5-0 to take no position.

On request of the Director of Public Works

CAPITAL PROJECTS FROM GENERAL FUND BORROWING

ARTICLE 22. To see if the Town will vote to raise by taxation, borrowing, transfer from available funds or by any combination thereof and appropriate the sum of \$8,392,000 to pay costs of purchasing capital equipment, making infrastructure improvements, and purchasing services and materials related to making capital improvements, as more particularly described below, including the payment of any other costs incidental and related thereto, or take any other action related thereto.

ARTICLE 22 CAPITAL PROJECTS FROM GENERAL FUND BORROWING									
		Approval							
		Amount	Borrowing	Peak Year	Peak Year	Impact on			
CIP #	Project	Borrowed	Term-Years	Debt Service	Appropriation	FY2021 Tax Bill	Total Principal	Total Interest	Total Debt Service
POL-2	Public Safety CAD/RMS System	\$ 332,000	5	2022	\$ 79,680	\$ 5	\$ 332,000	\$ 39,840	\$ 371,840
FR-1	Fire Apparatus Replacements	\$ 725,000	10	2022	\$ 101,500	\$ 7	\$ 725,000	\$ 159,500	\$ 884,500
FR-4	Fire Bi-Directional Amplifier System	\$ 300,000	5	2022	\$ 72,000	\$ 5	\$ 300,000	\$ 36,000	\$ 336,000
TM-2	Sidewalk Program	\$ 950,000	10	2022	\$ 133,000	\$ 9	\$ 950,000	\$ 209,000	\$ 1,159,000
DPW-7b	Public Works Vehicles - Large	\$ 580,000	10	2022	\$ 81,200	\$ 6	\$ 580,000	\$ 127,600	\$ 707,600
DPW-8	Minor Storm Drain Improvements	\$ 300,000	10	2022	\$ 42,000	\$ 5	\$ 300,000	\$ 66,000	\$ 366,000
FAC-6	Major Town Projects	\$ 825,000	10	2022	\$ 115,500	\$ 8	\$ 825,000	\$ 181,500	\$ 1,006,500
FAC-7	Town & School Energy Initiatives	\$ 300,000	10	2022	\$ 42,000	\$ 5	\$ 300,000	\$ 66,000	\$ 366,000
SCH-5	Major School Projects	\$ 4,080,000	20	2023	\$ 367,200	\$ 25	\$ 4,080,000	\$ 1,713,600	\$ 5,793,600
		Disapproval							
		No change in FY2021 tax bill. Funds not needed for Debt Service in future years would be available within Proposition 2 1/2 for other Town/School Needs							

~ ~ ~ ~ ~

This article authorizes the borrowing for a new computer-aided dispatch and record management system for Andover Police and Andover Fire, replacing outdated software that serves as the public safety information hub; replaces a 20-year-old fire engine and front-line deputy chief vehicle; provides funding for a bi-directional amplifier system in West Middle, Sanborn Elementary, and South Elementary to increase public safety radio communications capabilities; replaces a large public works vehicle used in plowing, road treatment and hauling; minor storm drain improvements; major town building projects; upgrades to the Town's energy efficient building systems and lighting; replacement of the Andover field house floor, roof replacement at Sanborn Elementary, South Elementary air conditioning design, renovations at West Middle School; and the installation of new sidewalks as well as the restoration/replacement of existing sidewalks.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.

The FINANCE COMMITTEE voted 8-0 to recommend approval.

The REVENUE AND EXPENDITURE TASK FORCE voted 6-0 to recommend approval.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

The PLANNING BOARD voted 5-0 to take no position.

The COMMISSION ON DISABILITY voted 10-0 to recommend approval.

*On request of the Town Manager, Police Chief, Fire Chief
Director of Public Works and Director of Facilities*

ZONING BYLAW AMENDMENT – SOLAR BYLAW

ARTICLE 23. To see if the Town of Andover will vote to add a new Section 6.10 to the Andover Zoning Bylaw, Article VIII and amend the Andover Zoning Bylaw, Article VIII, Section 3.1.3 Table of Use Regulations Appendix A Table 1, and Section 10 Definitions by adding the following:

Add to Section 3.1.3 Table of Use Regulations, Appendix A, Table 1:

E. Other Main Uses	SRA	SRB	SRC	APT	LS	OP	GB	MU	IG	IA	ID	ID2
9. Solar Energy Systems												
a. Roof/Building-mounted	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

b. Ground-mounted, small-scale as an accessory use (See Section 6.10)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
c. Ground-mounted, medium-scale as an accessory use (See Section 6.10)	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB	PB
d. Ground-mounted, large-scale (See section 6.10)	N	N	N	N	N	N	N	N	PB	PB	PB	PB

Add to Section 6.0 Special Regulations:

6.10 Solar

6.10.1 Purpose

The purpose of this bylaw is to encourage and regulate the creation, construction and operation of new solar energy installations by defining requirements for the placement, design, construction, operation, monitoring, modification and removal of such installations that address public safety, minimize impacts on scenic, natural and historic resources, and to provide adequate financial assurance for the eventual decommissioning of such installations.

6.10.2 Applicability

This section applies to solar energy systems proposed to be constructed after the effective date of this section, excluding those installed by or on behalf of the Town or on Town property. This section also pertains to physical modifications that materially alter the type, configuration, or size of such installations or related equipment.

The Planning Board shall act as the Special Permit Granting Authority.

6.10.3 Standards

Any installation of ground mounted solar shall meet the following standards.

1. The construction and operation of all solar energy systems shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar energy installation shall be constructed in accordance with the State Building Code.
2. Solar energy systems, ground-mounted small-scale and medium-scale shall be allowed as an accessory use in rear yards and side yards, but not in front yards, provided such they are not located nearer to any property line of the rear yard than 10 feet or the system height, whichever is greater, they comply with the minimum setback requirements for side yards in the particular district, and do not exceed 15 feet in height in a residential district.
3. Landscaping that visually buffers the solar energy system from adjacent properties, including, but not limited to, walls and fences, shall be properly maintained.
4. Solar energy systems and access drives will not be allowed within critical habitats, wetlands and wetland buffer zones unless approved by the Conservation Commission or Massachusetts Department of Environmental Protection; however solar energy systems panels are allowed to overhang in the wetland buffer zones.

6.10.4 Special Permit Standards

The following are in addition to the standards located in section 6.10.3 that shall apply for Medium-Scale and Large-Scale Solar Energy Systems.

1. The size of a solar energy system as an accessory use within the residential and business districts shall be limited to that needed to generate energy consumed on-site on an annual basis as documented by prior energy usage and any permitted improvements within the next year and included in the special permit application.
2. For ground-mounted installations requiring a special permit, reasonable efforts, as determined by the Planning Board, shall be made to minimize visual impacts by preserving natural vegetation, screening abutting properties, or other appropriate measures. The Planning Board may also require that ground-mounted installations not occlude building signage or entry ways.
3. Any solar carport system for non-residential use must have a minimum clearance for emergency vehicles.
4. Lighting of ground-mounted solar energy systems shall be consistent with local, state and federal law. Lighting of the system's components, including appurtenant structures, shall be limited to what is required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.
5. Signs affixed to or associated with ground-mounted solar energy installations shall comply with Section 5.2. A sign consistent with Section 5.2 shall be required to identify the owner and provide an up-to-date 24-hour emergency contact phone number.
6. Reasonable efforts shall be made to place all utility connections from the solar installations underground, depending on appropriate soil conditions, shape, and topography of the site and any requirements of the utility provider. Electrical transformers for utility interconnections may be above ground if required by the utility provider.

7. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the installation or otherwise prescribed by applicable laws, regulations, and bylaws.
8. For large-scale ground-mounted solar energy systems, height, front, side and rear setbacks shall meet the dimensional requirements of the district.
9. The installation owner or operator of a ground-mounted solar energy system may be required to provide a copy of the project summary, electrical schematic, and site plan to the Fire Chief. Upon request the owner or operator shall cooperate with local emergency services in developing an emergency response plan. All means of shutting down the solar energy installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.
10. The solar energy system owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security measures. Site access shall be maintained to a level acceptable to the Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar energy installation and any access road(s), unless accepted as a public way.
11. Any ground-mounted solar energy system which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall remove all structures associated with the solar energy system within one year of the cessation of said use. The owner or operator shall notify the Inspector of Buildings by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:
 - Physical removal of all medium-scale and large-scale ground-mounted solar energy installations, structures, equipment, security barriers and transmission lines from the site.
 - Disposal of all solid and hazardous waste in accordance with local, state, and federal waste disposal regulations.
 - Stabilization or re-vegetation of the site as necessary to minimize erosion.
12. The Planning Board may impose a condition requiring the owner/operator to post a bond or other financial surety acceptable to the town in an amount sufficient to cover the cost of removal and disposal of the solar energy system.
13. Access driveways for large-scale ground mounted solar energy systems shall be constructed to a minimum of 20 feet wide and constructed for perimeter access. Aisle width access should be reviewed by the fire department for access for emergency vehicles with a turnaround. Access drives do not have to be paved.
14. The land area being disturbed for the installation of large-scale ground mounted solar installations shall be landscaped to minimize surface water run-off and soil erosion.

Application:

A special permit application shall follow the provisions of subsections 9.5.3 and 9.5.4.

Add to Section 10.0 Definitions:

Solar Energy Systems - A system of devices and/or structures whose primary purpose is to transform solar energy into another form of energy or to transfer heat from a collector to another medium using mechanical, electrical, or chemical means. Includes solar photovoltaic systems, which convert solar energy to electricity, and solar-thermal collectors, which heat water.

Solar Energy Systems, Ground-mounted - A solar energy system that is structurally mounted to the ground and not to a building.

- Small-scale - Having 1,750 square feet or less of solar panel area, except within the SRA and SRB Districts the solar panel area is limited to 1,000 square feet or less, including Solar Carport Systems.
- Medium-scale - Having more than 1,750 square feet of solar panel area, or more than 1,000 square feet in districts SRA and SRB and not more than 25,000 square feet, including Solar Carport Systems.
- Large-scale - Having more than 25,000 square feet of solar panel area, including Solar Carport Systems. A large-scale system can be a primary use or an accessory use.

Solar Carport System - A ground-mounted solar energy system that provides cover or shade for parking or pedestrian areas.

The following explanation was submitted by Petitioner(s): This bylaw defines standards for solar energy systems and the type of review required. It was prepared with input from the Planning and Building departments, Andover Green Advisory Board, and interested citizens. Among the considerations were providing the possibility for residential and commercial properties to become “net-zero” while respecting the visual character of Andover’s neighborhoods. The more commonly used rooftop-mounted solar panel arrays remain allowed by right. Ground-mounted systems would be permitted based on their size. Systems up to 1000/1750sf (enough to meet annual energy needs of most single-family residences) would be allowed by right. Anything larger would require Planning Board approval. In residential and business districts, systems must not be in frontyards and must meet backyard/sideyard setbacks and a height limit like other accessory uses. Ground-mounted systems above 25,000 sf would be permitted only in industrial districts and must meet the same setback requirements as a building. They would be subject to additional criteria reviewed by the Planning Board such as road access, erosion control, and decommissioning requirements.

Your Vote: Yes ___ No ___

Requires a two-thirds (2/3) vote

The SELECT BOARD voted 5-0 to recommend approval.

The PLANNING BOARD voted 5-0 to recommend approval.

On request of the Andover Green Advisory Board

CAPITAL PROJECTS FROM FREE CASH

ARTICLE 24. To see if the Town will vote to transfer from available funds and appropriate the sum of \$3,660,000 to pay costs of purchasing capital equipment, infrastructure, or for purchasing services and materials related to capital improvements, as more particularly described below, including any other costs incidental and related thereto, or take any other action related thereto.

CIP #	Project	Amount
CDP-2	Historic Mill District Feasibility Study/ Services to Support Municipal Land Disposition	\$20,000
IT-1	Annual Staff Device Refresh	\$156,914
IT-2	Student Device Refresh	\$80,086
IT-3	IT Platforms and Infrastructure	\$75,000
POL-1	Police Vehicle Replacement	\$103,000
DPW-2	Minor Sidewalk Repairs	\$200,000
DPW-5	Two Way Radio System Phase 2	\$75,000
DPW-7a	Public Works Vehicles – Small	\$120,000
DPW-28	Spring Grove Cemetery Improvements	\$20,000
FAC-1	Town Projects – Building Division	\$380,000
FAC-2	Town Projects – Mechanical and Electrical Division	\$250,000
FAC-3	Town and School Security Projects	\$110,000
TM-1	Town Office Meeting Room Expansion and Public Access Improvement	\$625,000
TM-5	Tree Fund	\$125,000
TM-6	Merrimack River Access	\$510,000
FAC-4	Town Vehicle Replacement	\$35,000
SCH-1	School Projects – All Schools	\$450,000
SCH-2	School Projects – By Building	\$325,000

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This article appropriates funding for several small capital projects that were originally slated for Article 5 (Capital Projects Fund) from Free Cash. This article provides for access improvements and expansion of Town offices public meeting rooms; funds to support our tree inventory and management program; and the construction of a public safety access road to the Merrimack River.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.

The FINANCE COMMITTEE voted 6-0-2 to recommend approval.

The REVENUE AND EXPENDITURE TASK FORCE voted 6-0 to recommend approval.

The PERMANENT TOWN BUILDING ADVISORY COMMISSION

will make its recommendation at Town Meeting.

The SCHOOL COMMITTEE voted 5-0 to recommend approval.

The PLANNING BOARD voted 5-0 to take no position.

The COMMISSION ON DISABILITY voted 10-0 to recommend approval.

*On request of the Town Manager, Planning Director, Chief Information Officer
Police Chief, Public Works Director, Facilities Director and Superintendent of Schools*

CAPITAL PROJECTS FROM SPECIAL DEDICATED FUNDS

ARTICLE 25. To see if the Town will vote to transfer from available funds and appropriate the sum of \$200,000 to pay costs of purchasing, or leasing capital equipment, infrastructure, or for purchasing services and materials related to capital improvements, including any other costs incidental and related thereto, or take any other action related thereto.

~~~~~  
This article requests funding to support the student computer fleet and the Andover 1:1 student technology initiative.  
~~~~~

Financial Impact of Article 25	
<u>Approval</u> Reduces Cable Fund by \$200,000. No FY2021 tax bill impact.	<u>Disapproval</u> \$200,000 available for spending by a future Town Meeting.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.
The PLANNING BOARD voted 5-0 to take no position.

On request of the Chief Information Officer

CAPITAL PROJECTS FROM WATER AND SEWER ENTERPRISE FUNDS

ARTICLE 26. To see if the Town will vote to raise by taxation, borrowing, transfer from available funds or by any combination thereof and appropriate the sum of \$8,549,350 to pay costs of purchasing capital equipment, making infrastructure improvements, and purchasing services and materials related to making capital improvements, as more particularly described below, including the payment of any other costs incidental and related thereto, or take any other action related thereto.

ARTICLE 26 CAPITAL PROJECTS FROM WATER AND SEWER ENTERPRISE FUNDS											
Approval											
CIP #	Project	Amount Borrowed	Amount from Reserves	Type of Reserve	Borrowing Term-Years	Peak Year Debt Service	Peak Year Appropriation	Impact on FY2021 Water/Sewer Rates	Total Principal	Total Interest	Total Debt Service
DPW-12	Water and Sewer Vehicles	\$ 225,000	\$ 225,000	Water				No impact			
DPW-14	Water Main Replacement Projects	\$ 6,000,000			20	2022	\$ 420,411	No impact	\$ 6,000,000	\$ 1,260,000	\$ 7,260,000
DPW-17	Hydrant Replacement Program	\$ 100,000	\$ 100,000	Water				No impact			
DPW-18	Water Treatment GAC Replacement	\$ 450,000	\$ 450,000	Water				No impact			
DPW-23	Shawsheen Pump Station	\$ 1,574,350			20	2022	\$ 141,692	No impact	\$ 1,574,350	\$ 661,227	\$ 2,235,577
DPW-24	Minor Sanitary Sewer Collections System Imp	\$ 50,000	\$ 50,000	Sewer				No impact			
DPW-30	Inflow/Infiltration Removal Program	\$ 150,000	\$ 150,000	Sewer				No impact			
Disapproval											
Water/Sewer Reserves available for future Water/Sewer Department Needs. No change in Water/Sewer Rates if borrowing not approved.											

~~~~~  
This article requests funding for various water and sewer capital projects from borrowing and reserves. Water and Sewer vehicles are replaced on an annual basis to maintain the integrity of the fleet. Due to the Columbia Gas Disaster and the need to repave many roads, the Water Main Replacement Project has been accelerated from \$4,000,000 per year to \$6,000,000. Hydrant Replacement, Water Treatment GAC Replacement, Minor Sanitary Sewer Collection System Improvements and the Inflow/Infiltration Removal Program are on-going projects that are requested periodically. The Shawsheen Pump Station project will replace equipment that is over 33 years old at the Shawsheen Village Pump Station.  
~~~~~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
The FINANCE COMMITTEE voted 8-0 to recommend approval.
The PLANNING BOARD voted 5-0 to take no position.

On request of the Director of Public Works

AUTOMATIC SPRINKLERS

ARTICLE 27. To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 148, Section 26I, relating to automatic sprinklers, or take any other action related thereto.

~~~~~

If this statute is accepted by Town Meeting, any building hereafter constructed or hereafter substantially rehabilitated so as to constitute the equivalent of new construction and occupied in whole or in part for residential purposes and containing not fewer than four dwelling units including, but not limited to, lodging houses, boarding houses, fraternity houses, dormitories, apartments, townhouses, condominiums, hotels, motels, and group residences, must be equipped with an approved system of automatic sprinklers in accordance with the provisions of the state building code. Acceptance of this statute will provide increased public safety for buildings with at least four dwelling units. Owners of buildings with approved and properly maintained installations may be eligible for a rate reduction on fire insurance.

~~~~~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.
The PLANNING BOARD voted 5-0 to recommend approval.

On request of the Fire Chief and the Inspector of Buildings

COMMUNITY CHOICE AGGREGTION

ARTICLE 28. To see if the Town will vote to grant the Select Board authority to initiate a municipal aggregation program to aggregate the electrical load of interested residents and businesses within the Town independently, or in joint action with other municipalities, retain the right of individual residents and businesses to opt-out of the aggregation pursuant to M.G.L. c. 164, Sec. 134; and to authorize the Select Board to (i) enter into one or more agreements with one or more consultants to assist the Town with the development, implementation and administration of such aggregation program for a term of not more than three years; and (ii) take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer the aggregation program and consultant agreements, which agreements and documents shall be on such terms and conditions and for such consideration as the Select Board deems in the best interest of the Town, or take any other action related thereto.

~~~~~

This article authorizes the Select Board to research, develop and participate in a Community Choice Aggregation Program, including contract for electric supply at wholesale pricing for Andover residents and businesses as per Massachusetts General Law 164, Section 134 of the Acts of 1997. If an aggregation of electricity load is implemented, individual residents and businesses would retain the right to opt-out of the aggregation with no penalty and to choose any other competitive supplier or stay with the default utility.

~~~~~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.
The PLANNING BOARD voted 5-0 to recommend approval.
The GREEN ADVISORY BOARD voted 6-0 to recommend approval.

On request of the Town Manager

ACQUISITION OF 157 ANDOVER STREET

ARTICLE 29. To see if the Town will vote to appropriate \$415,000 for the acquisition, and \$150,000 for costs related to such acquisition, including but not limited to demolition costs and removal of building contents of the land at 157 Andover Street, as shown as Assessors Map 137, Lot 20 for municipal purposes and for any other costs incidental and related thereto, and to authorize the Select Board to acquire such land with the buildings thereon, by gift, option, purchase or eminent domain, upon terms and conditions deemed by the

Select Board to be in the best interest of the Town and to determine whether the amount appropriated by the Town under this Article shall be raised by taxation, transfer from available funds, borrowing, or otherwise provided, or to take any other action related thereto.

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This article funds the acquisition, demolition, and removal of the existing condemned structure at 157 Andover Street. Adjacent to the new Ballardvale Fire Station, acquiring 157 Andover Street would enhance pedestrian and vehicle safety with increased parking for both the Fire Station and Ballardvale Playground located across the street.

~ ~ ~ ~ ~

Your Vote: Yes <input type="checkbox"/> No <input type="checkbox"/>

The SELECT BOARD voted 5-0 to recommend approval.
The FINANCE COMMITTEE voted 9-0 to recommend approval.
The PLANNING BOARD voted 5-0 to recommend approval.

On request of the Town Manager

<p style="text-align: center;">ACCEPTANCE OF GENERAL LAW PROVISION TO CONSOLIDATE MAINTENANCE FUNCTIONS OF SCHOOLS AND TOWN</p>
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ARTICLE 30. To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 71, Section 37M for the purpose of consolidating the maintenance functions of the Andover School Committee with those of the Town, or take any other action related thereto.

~ ~ ~ ~ ~

This article would authorize the consolidation of the maintenance functions of the School Department with that of the Town. Currently, school custodians report to the Assistant Superintendent for Finance and Administration, a school department employee. Town custodians and facilities staff report to the Director of Facilities, a town employee. This would allow for the consolidation of these departments if both the School and Town decide to pursue such changes.

~ ~ ~ ~ ~

Your Vote: Yes <input type="checkbox"/> No <input type="checkbox"/>

The BOAD OF SELECTMEN voted 5-0 to recommend approval.
The FINANCE COMMITTEE voted 9-0 to recommend approval.
The SCHOOL COMMITTEE voted 5-0 to recommend approval.
The PLANNING BOARD voted 5-0 to recommend approval.

On request of the Town Manager

<p style="text-align: center;">LEASE OF LAND AT THE WATER TREATMENT PLANT TO FEDERAL AVIATION ADMINISTRATION</p>

ARTICLE 31. To see if the Town will vote to authorize the Select Board to renew a lease with the Federal Aviation Administration for a parcel of land containing 0.01 acres of land, more or less, located at the water treatment plant for the purpose of an outer marker, for a term not to exceed twenty years, including renewals, upon terms and conditions the Select Board deems to be in the best interest of the Town, or take any other action related thereto.

~ ~ ~ ~ ~

This article authorizes the Town to enter into a lease for up to 20 years with the Federal Aviation Administration (FAA). The FAA has had a small antenna at the Water Treatment Plant since 1975. This would renew the lease with the FAA, which has agreed to pay the Town \$3,000 per year. The FAA has never paid the Town for this lease in the past.

~ ~ ~ ~ ~

Your Vote: Yes ___ No ___

The SELECT BOARD voted 4-0 to recommend approval.
 The FINANCE COMMITTEE voted 8-0 to recommend approval.
 The PLANNING BOAD voted 5-0 to recommend approval.

On request of the Town Manager

**ZONING BYLAW AMENDMENT – TABLE OF USE REGULATIONS
 TEMPORARY AND SEASONAL PLACEMENT OF TABLES AND CHAIRS**

ARTICLE 32. To see if the Town will amend APPENDIX A TABLE 1 Section 3.1.3 Table of Use Regulations by amending the N (prohibited use) to a BA (Special Permit/Board of Appeals) in the IA, ID and ID2 Districts of the F. Accessory Uses 8. Temporary and seasonal placement of tables and chairs in the:

	Residential Districts				Business Districts				Industrial Districts			
	SRA	SRB	SRC	APT	LS	OP	GB	MU	IG	IA	ID	ID2
F. Accessory Uses (See Section 3.2)												
8. Temporary and seasonal placement of tables and chairs	N	N	N	N	BA	N	BA	BA	BA	BA	BA	BA

~ ~ ~ ~ ~

Currently the zoning bylaw allows sit down restaurants without outdoor dining in the IA, ID and ID2 Zoning Districts by issuance of a special permit. This amendment would change that to allow outdoor dining on private property with a special permit from the Zoning Board of Appeals.

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Requires a two-thirds (2/3) vote

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend approval.
 The PLANNING BOARD voted 5-0 to recommend approval.

On the request of the Planning Board

ZONING BYLAW AMENDMENT – SECTION 5.2 SIGN BYLAW

ARTICLE 33. To see if the Town will vote to amend Article VIII, Section 5.2 of the Andover Zoning Bylaws titled “Signs” by deleting the language stricken from the bylaw as shown below and adding the language in bold and italic which is shown as follows:

5.2 SIGNS.

[Amended 4-30-2002 ATM, Art. 57; 5-2-2005 ATM, Arts. 42, 43, 44, 45, 47 and 48; 5-26-2009 ATM, Art. 36]

5.2.1 Purpose.

The following sign regulations are intended to:

1. Preserve the historical ambiance, *small-town character* and aesthetic *appeal* character of the town;
2. *Preserve views of greenery and landscapes;*
3. ~~2-~~ Maintain public safety by eliminating potential hazards to motorists *and pedestrians created by distracting or confusing sign displays and excessive illumination;*
4. *Preserve the value of private and public property;*
5. *Preserve the non-commercial character of residential neighborhoods.*

~~3. Encourage efficient communication for business identification and public information.~~

The following sign bylaws are crafted to be compatible with the 2015 decision of the Supreme Court in the case of Clyde Reed v. Town of Gilbert, Arizona and are intended to avoid constitutionally suspect regulations related to time limits on legal signs on private property. The Reed decision stated that sign bylaws which are content-based must withstand strict scrutiny. That is, the government must have a compelling reason to regulate speech based on content.

5.2.2 Definitions.

In this bylaw, the following terms shall apply:

Sign: A sign shall consist of any of the following elements:

- a. Lettering, words, numerals, emblems, trademarks, logos, images, drawings, pictures, graphics, pennants, streamers, or other devices of any material or construction, however displayed, whether as an independent structure or as part of a building or other structure or object;
 - b. Any visual device designed to inform, attract or draw the attention of persons outside the premises on which the device is located, including messages within or attached to windows and doors;
 - c. Any exterior building surface that is internally illuminated or decorated with gaseous tubing, LED displays or back lighting.
2. **Sign Area:** The area of the smallest horizontal or vertical rectangle enclosing the entire display area of the sign. The display area of a sign is the entire area, different in color or composition from the facade or common trim of the building, used to frame or provide a background for the sign. The display area may contain open space and irregular shapes if they are part of the sign. The display area shall also include internally illuminated, back-lit or decoratively lighted sign support structures if such elements are present. The area of double-sided signs shall be calculated using the area of only one face of the sign.
3. **Sign Height:** The distance measured from the ground level at the base of the sign to the top of the sign or support structure, whichever is higher. For freestanding signs, the land under or surrounding the sign may not be built up or elevated to reduce the calculated height of the sign.
4. **Sign Support Structure:** Any device, such as a pole, bracket or post, used to support a sign. The sign support structure shall be excluded from the calculation of the sign area if it contains none of the elements described in § 5.2.2.1 above, and, for freestanding signs, the total width of the support structure is less than 25% of the width of the supported sign.
5. **Attached Sign:** A sign that is either attached parallel to the facade of a building, facing in the same direction as the facade, or displayed on the fixed canopy or awning of a building.
- [Amended 4-28-2010 ATM, Art. 49]
6. **Freestanding Sign:** A sign that is supported by its own structure and is not attached to a building or other structure.
7. **Projecting Sign:** A sign mounted perpendicular to the building facade.
8. **Double-sided Sign:** A freestanding or projecting sign having two parallel opposite faces separated by a distance of not more than 12 inches. A sign with two opposite faces that are not parallel shall be considered a double-sided sign if the two faces are joined to each other, or to a common support structure, at one end, and the angle of separation between the two faces does not exceed 30°.
9. ~~Temporary Sign: A non-permanent sign that is displayed for a limited duration. Temporary signs may be exterior (displayed on the exterior or outside of a structure) or interior (attached or displayed from the inside of a structure, viewed from the outside through a window or other opening).~~
- 9.10. **Portable or Removable Sign:** A temporary sign of any shape or configuration that is self supporting and not permanently fixed or mounted to the ground or to another structure.
- 10.11. ~~Internally Illuminated Sign:~~ A sign that is illuminated by a light source internal to the sign. Signs having a light source that forms the exterior surface of the sign or all or part of the design elements, shall be considered to be internally illuminated.
- 11.12. ~~Nonconforming Sign:~~ A sign, including its support structure, that does not conform to the regulations prescribed in this bylaw, but which was in existence at the time the regulations became effective and was lawful at the time it was installed or erected.
- 12.13. ~~Open Space:~~ For the purposes of this Section 5.2, open space shall be defined as undeveloped land available to the public at no cost, for passive recreation such as hiking, bird watching, fishing, photography, picnicking, cross country skiing, biking, horseback riding or other activities which do not alter or disturb the terrain and at the same time to conserve natural and scenic resources, protect air, streams or water supply, and enhance the value of the land to the public.
- 13.14. ~~Awning:~~ A fixed or retractable structure, whether made of canvas, plastic, metal or other material, placed over a storefront, door or window. For the purpose of this Section 5.2, Signs, awnings shall not be considered a sign. Lettering, symbols or graphic elements appearing on either the body or the valance of an awning (and not otherwise exempt) shall constitute an Attached Sign. The area of a sign displayed on an awning consists of the area encompassed by any lettering, symbols, or graphic elements distinct from the awning background color.
- [Added 4-28-2010 ATM, Art. 49]
14. **Commercial Sign:** A sign that directly or indirectly describes or proposes a transaction involving the exchange of money or goods.

5.2.3 General Provisions.

- a. **Exemptions.** The following signs are exempt from the provisions of the bylaw: Flags and insignia of any government, except when they are displayed in connection with the advertising or promotion of a commercial product or service.
- b. Legal notices or informational devices erected or required by public agencies.
- c. Signs affixed to **a pump from which motor fuel is sold at retail that are required by MGL Part I Title XV Chapter 94 Section 295C and/or 202 CMR 2.06.** ~~standard gasoline pumps bearing the formula and price of gasoline. Such signs shall not exceed two square feet in area. Additional signage on the pumps may not exceed 20% of the surface area of the pump.~~
- d. Integral decorative or architectural features of buildings, except for lettering, trademarks, moving parts or parts internally illuminated or decorated with gaseous tube or other lights.
- e. On-premises signs intended to guide and direct traffic and parking, not exceeding two square feet in area and four feet in height and bearing **no elements, as defined in 5.2.2.1.a, that are not necessary to guide and direct traffic and parking, advertising matter or and having no internal illumination.**
- f. On valances of awnings or similar devices, lettering, symbols, or graphic elements not exceeding six (6) inches in height and not exceeding 75% of the height of the valance. [Amended 5-8-2013 ATM, Art. 47]
- g. On awnings or similar devices, one symbol or graphic element, without text, not exceeding five square feet per awning.

- h. Signs located on facilities or land under the care and control of the Massachusetts Bay Transportation Authority;
 - i. ~~Banners installed subject to the provisions of the Andover General Bylaw, Article XII § 44.~~
2. ~~Relevance.~~ A sign shall pertain to the premises on which it is located or to products, accommodations, services or activities that regularly occur or are offered on the premises.
 2. ~~3.~~ **Maintenance.** All signs shall be maintained in a safe and neat condition to the satisfaction of the Inspector of Buildings and in accordance with the Commonwealth of the Massachusetts State Building Code, 780 CMR.
 3. ~~4.~~ **Nonconforming Signs.**
 - a. Any nonconforming sign and/or support structure, legally permitted and erected prior to the adoption of this provision, or any amendments thereto, which remains un-altered in any way, may be continued and maintained.
 - b. ~~Any sign associated with a business that has terminated activities loses its relevance and therefore becomes nonconforming. Any nonconforming sign and/or support structure shall be removed within 30 days of a change in use or termination of activities on the premises. [Amended 4-28-2010 ATM, Art. 49]~~
 - b. ~~e.~~ Nonconforming signs shall not be enlarged, rebuilt, restored or altered except in conformity with this bylaw.
 - c. ~~d.~~ Any sign which has been destroyed or damaged to the extent that the cost of repair or restoration will exceed 1/3 of the replacement value as of the date of such damage or destruction shall not be repaired, rebuilt, restored or altered except in conformity with this bylaw.
 4. ~~5.~~ **Liability.** No sign shall project more than five feet over any public right-of-way or other public property. Any sign projecting over a public right-of-way shall be covered by liability insurance in the amount of \$2,000,000 as verified by a certificate of insurance filed with the Town Clerk. ***The Town of Andover shall be named as additional insured on all such certificates.***

5.2.4 Sign Permit.

Unless specifically exempted or provided for elsewhere in this section, no sign shall be installed, erected, enlarged, redesigned or structurally altered without a sign permit issued by the Inspector of Buildings.

1. Application and Review.

- a. Sign Permit Application: A completed sign permit application, fulfilling all requirements for requested materials and documents and specifying all pertinent dimensions and materials, shall be submitted to the Inspector of Buildings prior to the installation or alteration of any sign for which a permit is required.
 - b. Review by the Design Review Board: Prior to the issuance of a sign permit, the Design Review Board (DRB) shall, within 30 days of submission of an application for a sign permit, review an application for: (a) a municipal sign in any district; and (b) a sign greater than four square feet in the General Business (GB) and Mixed Use (MU) Districts. Applications for review by the Design Review Board shall be submitted on a standard application form specified by the DRB. See § 5.2.15, Design Guidelines for Signs. **[Amended 4-28-2010 ATM, Art. 49]**
2. **Criteria for a Special Permit.** When acting on an application for a special permit, the Board of Appeals shall consider the following:
 - a. The character of the proposed sign and its suitability to the building and the surrounding neighborhood.
 - b. Its relationship to the architectural style, size and scale of the building.
 - c. ~~The relevance of the information on the sign to the business or activities conducted on the premises.~~
 - c. ~~d.~~ The impact of the size and illumination of the sign on other establishments and the surrounding neighborhood.
 - d. ~~e.~~ The criteria specified in § 9.6.4 of this Bylaw, and such other factors as the Board of Appeals deems appropriate in order to assure that the public interest is protected.

5.2.5 Prohibited Signs and Devices.

1. No sign shall be lighted, except by a steady external and stationary light source which is shielded and directed solely at the sign, unless specifically provided for in this bylaw.
2. No illumination shall be permitted which casts glare onto any residential premises or onto any portion of a way so as to create a traffic hazard.
3. No ~~commercial~~ signs shall be illuminated in any residential district, or within 200 feet of a residential district, between the hours of 9:00 p.m. and 7:00 a.m., unless the establishment is open to the public.
4. No sign shall be illuminated by any color other than colorless or white light, except for temporary holiday lighting.
5. No animated, revolving, flashing, backlit, exposed neon or similar exposed gaseous tube illuminated signs shall be permitted.
6. No signs shall be attached to motor vehicles, trailers or other movable objects regularly or recurrently located for fixed display.
7. Visibility for motorists and pedestrians shall not be obstructed at any intersection, driveway, or crosswalk. See also Article VIII, § 4.1.3.2.g.
8. No portable or removable sign shall be allowed in any zoning district except as permitted under § 5.2.7.3.
9. No attached exterior sign shall cover any portion of a window or door casing.
10. No signs shall be allowed on the uppermost roof of any building.
11. No portion of a sign shall extend above the highest point of the roof or parapet of the building to which it is attached.
12. ***No commercial sign is allowed in zoning districts SRA, SRB, SRC and APT unless the sign pertains to an allowed commercial activity relating to or occurring on the property.***

5.2.6 Permanent Signs allowed in all zoning districts without a permit.

The following signs are allowed ~~in all zoning districts~~ **in addition to the signs allowed in other sections of these bylaws and not otherwise prohibited.** See also specific requirements for each zoning district in § 5.2.9 through § 5.2.14, inclusive.

1. Limitations.

a. A sign allowed by Section 5.2.6.2.a may be lighted or illuminated. No other sign allowed in Section 5.2.6 shall be lighted or illuminated.

b. A projecting sign always requires a permit.

c. No sign allowed in Section 5.2.6 may be erected on premises occupied by a business or organization until a sign permit has been issued for at least one other sign on the premises, except in the following cases:

i. Signs allowed by Section 5.2.6.2.a, Section 5.2.6.2.b and Section 5.2.6.2.c may always be erected.

ii. When a building, or of a unit of a building, in which a business or organization may operate is unoccupied, signs allowed in Section 5.2.6 may be erected.

iii. When land is undeveloped, signs allowed in Section 5.2.6 may be erected.

iv. When a residence contains a customary home occupation, signs allowed in Section 5.2.6 may be erected.

2. Signs allowed without a permit in all zoning districts.

~~a.1. One sign, either attached or freestanding, indicating only the name of the owner or occupant, street number and permitted uses or occupations engaged in thereon, does not require a sign permit if it does not exceed two square feet in area.~~

~~b.2. Open Space signs. A sign on open space or other undeveloped property open to the public, bearing no commercial, or advertising material and displaying historical, cultural, educational, environmental, or safety information pertaining to such property and/or rules relating to the public use thereof, requires no sign permit if the sign is less than 35 square feet in area.~~

~~c.5.2.7.2.a Interior temporary signs that do not exceed 30% of the transparent area of the window and/or door on which they are affixed or displayed do not require a sign permit.~~

~~d.5.2.7.2.b One or more exterior signs not exceeding 15 square feet in aggregate area do not require sign permits. Each residential unit in multiple-family residences and each unit in multiple-unit nonresidential properties may erect such signs. No additional signs are allowed beyond the 15 square feet in aggregate area because of the existence of a customary home occupation at a residence.~~

~~e.5.2.7.2.e One exterior temporary sign per property does not require a sign permit, related to property maintenance or improvement which does not require a building permit, shall be allowed on the premises associated with the maintenance or improvement, subject to if it meets the following conditions:~~

~~i. The sign shall not be lighted or illuminated. ii. The sign shall have an area not to exceed six square feet.~~

~~iii. The sign shall be set back a minimum of 15 feet from the nearest vehicular public or private way and shall not obstruct the line of sight for vehicles entering or exiting the property or adjacent properties.~~

~~iv. The sign shall be removed within 30 days of the completion of the work on the premises.~~

3. Sign allowed without a permit only in zoning districts SRA, SRB and SRC.

One exterior sign per property does not require a permit if it meets the following conditions:

i. The sign area shall not exceed 15 square feet.

ii. A freestanding sign shall have a height not to exceed five feet and a sign attached to a structure shall have a height not to exceed 10 feet above the ground level.

4. Sign allowed without a permit in all zoning districts except SRA, SRB and SRC.

One exterior sign per property does not require a permit if it meets the following conditions:

i. The sign area shall not exceed 25 square feet.

ii. The sign height shall not exceed 10 feet.

3. Off Premises Directional Signs:

~~a. The SELECT BOARD may allow, by special permit, one unlighted off premises directional sign or signs within the public right of way or at any intersection designating the route to an establishment not on the street or way to which the sign is oriented.~~

~~b. The Board of Appeals may allow, by special permit, an off premises directional sign or signs on private property designating the route to an establishment provided that the sign will not endanger public safety and is of such size, location and design that it will not be detrimental to the character of the neighborhood.~~

~~c. No off premises directional sign shall exceed two square feet in area.~~

~~d. At locations where directions to more than one establishment are to be provided, all such directional signs shall be incorporated into a single sign support structure that shall not exceed six feet in height.~~

~~4. Except as provided in Section 5.2.7. Political speech signs shall be allowed in all zoning districts but may not exceed the regulations for signs in said district.~~

5.2.7 Temporary Signs allowed in all zoning districts.

1. General requirements:

a. Temporary signs shall be allowed if the sign announces or provides directions to a sale or a special event having a limited and specific duration.

- b. Temporary signs shall not advertise a continuing or regularly recurring business operation, product or a routinely provided service.
- c. Temporary signs shall be removed promptly when the information they display is out of date or no longer relevant.
- d. Except for political signs in Section 5.2.7.2.e below, temporary signs may be installed or in place for a period not to exceed 30 days unless otherwise specified in this By-law.

[Amended 4-27-2011 ATM, Art. 47]

2. Temporary signs not requiring a sign permit:

- a. Interior temporary signs that do not exceed 30% of the transparent area of the window and/or door on which they are affixed or displayed.
- b. Exterior temporary signs, unless otherwise stipulated in this bylaw, shall not exceed 10 square feet in aggregate area per business entity. Permanently installed sign support structures erected solely for the display of 'temporary signs' are prohibited.
- c. Political signs pertaining to a candidate or ballot question appearing in an upcoming duly called election in the Town of Andover.
 - i. Such signs shall be permitted only on private property.
 - ii. Such signs shall have an area not to exceed six square feet.
 - iii. Such signs shall not be higher than three feet above ground level.
 - iv. Such signs shall be stationary and shall not be illuminated.
- d. Unless otherwise specified in this Bylaw, temporary signs pertaining to other noncommercial issues shall require no sign permit and shall be allowed in all zoning districts. Such signs shall be subject to the requirements set forth in § 5.2.7.2.e above.
- e. One temporary sign, related to property maintenance or improvement which does not require a building permit, shall be allowed on the premises associated with the maintenance or improvement, subject to the following conditions:
 - i. The sign shall not be lighted or illuminated.
 - ii. The sign shall have an area not to exceed six square feet.
 - iii. The sign shall be set back a minimum of 15 feet from the nearest vehicular public or private way and shall not obstruct the line of sight for vehicles entering or exiting the property or adjacent properties.
 - iv. The sign shall be removed within 30 days of the completion of the work on the premises.
- f. One temporary sign, related to the construction, maintenance or improvement of a property requiring the issuance of a building permit, shall be allowed on the property associated with the building permit, subject to the following conditions:
 - i. The sign shall not be lighted or illuminated.
 - ii. A freestanding sign shall have an area not to exceed 15 square feet and a height not to exceed five feet.
 - iii. A sign attached to the structure under construction shall have an area not to exceed 15 square feet and a height not to exceed 10 feet above the ground level.
 - iv. A freestanding sign shall be set back a minimum of 15 feet from the nearest vehicular public or private way and shall not obstruct the line of sight for vehicles entering or exiting the property or adjacent properties.
 - v. The sign shall be removed within 30 days of project's completion, or when an occupancy permit is issued, whichever is sooner.
- g. A non-profit entity or institution may install a temporary sign announcing or providing directions to a specific event or occurrence, subject to the following conditions:
 - i. The sign area shall not exceed 12 square feet.
 - ii. The sign may be installed for a period not to exceed 30 days.

5.2.7 3. Temporary Signs requiring a Sign Permit: a. Portable or Removable Sign:

In addition to the signs allowed in other sections of these bylaws the Inspector of Buildings may issue a permit for the temporary placement of a portable or removable sign in any zoning district, that announces or provides directions to a specific event or occurrence, subject to the following conditions: The permit may impose limiting conditions, including among other matters the number of signs allowed at each location.

- i. The sign shall be securely anchored so as not to be dislodged or blow over.
 - ii. The sign shall be neat and professional in appearance. The sign must be placed along a street, road or parking lot on which the property has frontage and only one sign is allowed per tenant on each such street, road or parking lot.
 - iii. The sign shall have an area not to exceed six square feet and a height not to exceed four feet.
 - iv. The sign shall be removed at the close of each business day and at the expiration of the permit.
- iv. The sign shall not obstruct a public or private walkway.
- b. Real Estate Signs: The Inspector of Buildings may issue a renewable one-year permit for the temporary placement of a sign advertising the sale, rental or lease of the premises or subdivision on which the sign is erected. No sign permit for an individual sign shall be required if the erecting agent has obtained a blanket one-year permit for erecting such signs. All real estate signs shall meet the following requirements:
 - i. In the SRA, SRB, and SRC zoning districts, the sign area shall not exceed eight square feet.
 - ii. In all other zoning districts, the sign area shall not exceed 25 square feet.
 - iii. The sign shall not be lighted or illuminated.

5.2.8 Signs in Residential Districts (SRA, SRB, and SRC, APT).

1. *Single Family Residential Districts (SRA), (SRB), and (SRC).* In addition to the signs allowed in § 5.2.6 **and** § 5.2.7, the following signs are allowed:

- a. One sign, either attached or freestanding, ~~indicating only the name of the owner or occupant, street number and permitted uses or occupations engaged in thereon;~~ does not require a sign permit and shall not exceed two square feet in area.
- b. Any sign, either attached or freestanding, that exceeds two square feet in area may be allowed by special permit from the Board of Appeals. In no case, however, shall the sign area exceed six square feet or the sign height exceed four feet.

2. *Apartment Districts (APT).* In addition to the signs allowed in § 5.2.6 **and** § 5.2.7, the following signs are allowed:

- a. One freestanding sign, ~~identifying entry points to the housing complex~~ on each street on which the complex has street frontage, provided that the frontage also provides vehicular or pedestrian access to the complex. The sign area shall not exceed 15 square feet and the sign height shall not exceed eight feet.

5.2.9 Signs in General Business (GB) Districts.

In addition to the signs allowed in § 5.2.6 **and** § 5.2.7, the following signs are allowed for commercial or business uses:

1. One attached sign shall be allowed, oriented to each street and parking lot on which the commercial or business use has a facade, providing that such facade has either a window or a direct entryway into the use's space. [Amended 4-28-2010 ATM, Art. 47]

- a. The sign may be either attached flat against the wall or placed on an awning or fixed canopy of the building.
- b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.
- c. The sign area of a flat attached sign for any individual commercial or business use shall not exceed 15% of the portion of the facade associated with that use.
- d. Flat attached signs oriented to the street shall not exceed 50 SF in area.
- e. Flat attached signs oriented to a parking lot shall not exceed 25 SF in area unless they mark the primary entrance to a building or establishment, in which case the sign area shall not exceed 50 square feet.
- f. Attached signs displayed on the body of awnings or canopies shall not exceed 20% of the area of the awning or canopy, and in no case shall they exceed 25 square feet.

[1] *Editor's Note: Former Section 5.2.9.1.g, which immediately followed, regarding lettering on the valance of an awning, was repealed 5-8-2013 ATM, Art. 47.*

2. In addition to the above, each building that is set back a minimum of five feet from the property line may install one freestanding sign, with a sign area not to exceed 12 square feet and a sign height not to exceed six feet above ground level.

3. In addition to the above, each commercial or business use may install one projecting sign on each facade providing that such facade has either a window or a direct entryway into the use's space, subject to the following conditions:

- a. The sign area shall not exceed nine square feet, excluding sign support structure.
- b. The bottom of a projecting sign shall be at least eight feet above the ground, and the top of the sign shall be no more than 25 feet from the ground.
- c. No sign shall project more than five feet from the facade to which it is attached.
- d. A larger sign may be allowed by special permit from the Board of Appeals; in no case, however, shall the sign area exceed 15 square feet.

4. A building occupied by multiple commercial or business uses may install a single ~~directory~~ sign, either attached to or projecting from the building, ~~identifying those occupants.~~ The total area of such a ~~directory~~ sign shall not exceed one square foot per occupant.

5. Unlighted graphics, lettering or symbols with transparent background mounted on the inside of windows or transparent entry doors shall require no sign permit if their area does not exceed 30% of the glass or transparent area. ~~Telephone numbers, web addresses, prices, and similar text shall not exceed two inches in height.~~

5.2.10 Signs in Mixed Use (MU) Districts.

In addition to the signs allowed in § 5.2.6 **and** § 5.2.7, the following signs are allowed:

1. One attached sign shall be allowed, oriented to each street and parking lot on which the commercial or business use has a facade, providing that such facade has either a window or a direct entryway into the use's space. [Amended 4-28-2010 ATM, Art. 47]

- a. The sign may be either attached flat against the wall or placed on an awning or fixed canopy of the building.
- b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.
- c. The sign area of a flat attached sign for any individual commercial or business use shall not exceed 10% of the portion of the facade associated with that use and in no case shall the sign area exceed 80 square feet.
- d. Attached signs displayed on the body of awnings or canopies shall not exceed 20% of the area of the awning or canopy, and in no case shall they exceed 25 square feet. [1] *Editor's Note: Former 5.2.10.1.e, which immediately followed, regarding lettering on the valance of an awning, was repealed 5-8-2013 ATM, Art. 47.*

2. In addition to the above, each building that is set back a minimum of five feet from the property line may install one freestanding sign, with a sign area not to exceed 25 square feet and a sign height not to exceed eight feet above ground level.

3. In addition to the above, each commercial or business use may install one projecting sign on each facade of the building, subject to the following conditions:

- a. The facade shall have either a window or a direct entryway to the premises.
- b. The sign area shall not exceed nine square feet, excluding any sign support structure.
- c. No sign shall project more than five feet from the facade to which it is attached. The bottom of a projecting sign

shall be at least eight feet above the ground, and the top of the sign shall be no more than 25 feet from the ground. [Amended 4-28-2010 ATM, Art. 49]

d. A larger sign may be allowed by special permit from the Board of Appeals; in no case, however, shall the sign area exceed 15 square feet.

4. A building occupied by multiple commercial or business uses may install a single ~~directory~~ sign, either attached to or projecting from the building, ~~identifying those occupants~~. The total area of such a ~~directory~~ sign shall not exceed one square foot for each occupant ~~listed thereon~~.

5. Unlighted graphics, lettering or symbols with transparent background mounted on the inside of windows or transparent entry doors shall require no sign permit if their area does not exceed 30% of the glass or transparent area. ~~Telephone numbers, web addresses, prices, and similar text shall not exceed two inches in height.~~

5.2.11 Signs in Office Park Districts (OP) and Limited Service Districts (LS).

In addition to the signs allowed in § 5.2.6 *and* § 5.2.7, the following signs are allowed:

1. One freestanding sign shall be allowed for each street upon which a building or complex has frontage, subject to the following conditions:

a. The sign area shall not exceed 25 square feet and the sign height shall not exceed eight feet.

b. The Board of Appeals may grant, subject to the criteria of § 5.2.4.2, a special permit for a larger sign if required for legibility, up to 16 feet in height, if the property fronts on a high-speed, limited access highway.

2. In addition to the above, one attached sign for each street upon which a building or complex has frontage. The sign may be either attached flat against the wall or placed on an awning or fixed canopy of the building. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached. The sign area of a flat attached sign shall not exceed 25 square feet. Attached signs displayed on the body of awnings or canopies shall not exceed 20% of the area of the awning or canopy, and in no case shall they exceed 25 square feet. [Amended 4-28-2010 ATM, Art. 48; 5-8-2013 ATM, Art. 47]

3. In addition to the above, each business or tenant shall be limited to one sign (attached or projecting) for each street and parking lot on which the business or tenant has an entryway. The sign area shall not exceed three square feet. [Amended 4-28-2010 ATM, Art. 48]

4. The Board of Appeals may grant, subject to the criteria of § 5.2.4.2, a special permit for a second sign on a building facing a limited access, high-speed highway. ~~The content of a second sign shall be limited to the name of the principal tenant of the building.~~

5.2.12 Signs in Industrial G (IG) Districts.

In addition to the signs allowed in § 5.2.6 *and* § 5.2.7, the following signs are allowed:

1. One sign attached flat against the wall or placed on an awning or fixed canopy of the building, ~~identifying the name of the firm and/or goods and services available or produced on the premises~~, subject to the following conditions: [Amended 4-28-2010 ATM, Art. 48]

a. The sign area of a flat attached sign shall not exceed 20% of the area of the side of the building to which it is attached, or 80 square feet, whichever is less. Attached signs

displayed on the body of awnings or canopies shall not exceed 20% of the area of the awning or canopy, and in no case shall they exceed 25 square feet. [Amended 5-8-2013 ATM, Art. 47]

b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.

2. In addition to the above, one freestanding sign, ~~identifying the name of the firm and/or the goods and services available or produced on the premises~~, for each street on which the property fronts, subject to the following conditions:

a. The area of each sign shall not exceed 50 square feet.

b. No part of any such sign shall be more than eight feet above ground level.

c. No such sign shall be located closer than five feet to any property line or the line of any street or way.

3. The Board of Appeals may grant, subject to the criteria of § 5.2.4.2, a special permit for a larger or an internally-illuminated sign.

5.2.13 Signs in Industrial A (IA) Districts.

In addition to the signs allowed in § 5.2.6 *and* § 5.2.7, the following signs are allowed:

1. One or more signs attached flat against the wall or placed on an awning or fixed canopy of a building, ~~identifying the name of the firm and/or the goods and services available or produced on the premises~~, subject to the following conditions: [Amended 4-28-2010 ATM, Art. 48]

a. The total area of all such signs on a building shall not exceed 20% of the area of the side of the building to which they are attached, or 200 square feet, whichever is less. Attached signs displayed on the body of awnings or canopies shall not exceed 20% of the area of the awning or canopy, and in no case shall they exceed 25 square feet. [Amended 5-8-2013 ATM, Art. 47]

b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.

2. One freestanding sign, ~~identifying the name of the firm and/or the goods and services available or produced on the premises~~, for each street on which the property fronts, subject to the following conditions:

a. The area of each sign shall not exceed 100 square feet.

b. No part of any such sign shall be more than 25 feet above ground level.

- c. No such sign shall be located closer than five feet to any property line or the line of any street or way.
- 3. Internally illuminated signs are allowed.

5.2.14 Signs in Industrial D (ID) and Industrial 2 (ID2) Districts.

[Amended 4-28-2010 ATM, Arts. 48, 49; 5-8-2013 ATM, Arts. 47, 50]

In addition to the signs allowed in § 5.2.6 *and* § 5.2.7, the following signs are allowed:

1. One or more signs attached flat against the wall or placed on an awning or fixed canopy of a building, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ subject to the following conditions:
 - a. The total area of all such signs on a building shall not exceed 10% of the area of the side of the building to which they are attached, or 200 square feet, whichever is less. Attached signs displayed on the body of awnings or canopies shall not exceed 20% of the area of the awning or canopy, and in no case shall they exceed 25 square feet.
 - b. No portion of the sign shall extend above the highest point of the roof or parapet of the building to which it is attached.
2. In addition to the above, one freestanding sign, ~~identifying the name of the firm and/or the goods and services available or produced on the premises,~~ for each street on which the property fronts, subject to the following conditions:
 - a. The area of each sign shall not exceed 100 square feet.
 - b. No part of any such sign shall be more than 12 feet above ground level.
 - c. No such sign shall be located closer than five feet to any property line or the line of any street or way.
3. Internally illuminated signs are allowed.

5.2.15 Design Guidelines for Signs.

The following are further means by which the objectives for signs stated in Section 5.2.1 can be served. These guidelines are not mandatory, but the degree of compliance with them shall be considered by the Special Permit Granting Authority in acting upon special permits, and by the Design Review Board as authorized hereunder.

1. Efficient Communication.
 - a. ~~Signs should not display brand names, symbols or slogans of nationally distributed products except in cases where the majority of the floor or lot area of the premises is devoted to manufacture, processing or sale of that specific product.~~
 - b. ~~Premises chiefly identified by or associated with a specific product brand name (such as gasoline or automobiles) should devote some part of their permitted sign area to displaying the identity of the local outlet or proprietor.~~
 - c. ~~Signs should not contain advertising slogans or other advertising material which is not an integral part of the name or other identification of the product or enterprise.~~

~~a.d.~~ Sign content normally should not occupy more than 40% of the sign background, whether a signboard or a building element.

~~b.e.~~ Non-verbal devices should be considered, in addition to text, as such graphic images can provide rapid and effective communication as well as character.

2. Environmental Relationship.
 - a. Sign brightness should not be excessive in relation to background lighting levels, e.g., averaging not in excess of one-hundred-foot-lamberts in the downtown or similarly bright areas and not in excess of twenty-foot-lamberts in unlighted outlying areas.
3. Relationship to Buildings.
 - a. Signs should be sized and located so as to not interrupt, obscure or hide the continuity of columns, cornices, eaves, sill lines or other architectural elements of the building and, wherever possible, should reflect and emphasize the building's architectural form.
 - b. Sign materials, colors and lettering should be representative of and appropriate to the character of the building to which the sign relates, just as sign size should be related to building size.

The following explanation was submitted by Petitioner(s): The Supreme Court decision in 2015 in the case of Reed v. Town of Gilbert, Arizona stated that sign regulations based on content or type of content without a compelling justification were unconstitutional. Article VIII, Section 5.2 contains many content-based regulations without compelling justification. Section 5.2.7 about temporary signs is especially egregious. For example, our bylaws for political signs, event signs, contractor signs and real estate signs are all content-based bylaws because one sign may be treated differently from another sign based on what it says. The Supreme Court says all signs must be treated equally. Therefore, many of our current sign bylaws cannot be enforced because they are unconstitutional. This amendment contains changes related to correcting the legal deficiencies in our current sign bylaws.

Your Vote: Yes ___ No ___

Requires a two-thirds (2/3) vote

The SELECT BOARD voted 5-0 to recommend approval.

The PLANNING BOARD voted 5-0 to recommend approval.

On the request of Andrew Rouse and others

ZONING BYLAW AMENDMENT – SECTION 10 DEFINITIONS

ARTICLE 34. To see if the Town will vote to amend Article VIII, Section 10-1 of the Andover Zoning bylaws titled “Definitions” by deleting the language within brackets from the bylaw as shown below:

Portable or Removable Sign: A [temporary] sign of any shape or configuration that is self-supporting and not [permanently] fixed or mounted to the ground or to another structure.

The following explanation was submitted by Petitioner(s): The definition of "Portable or Removable Sign" appears in two places in our bylaws – Article VIII, Section 5.2.2 and Article VIII, Section 10.1. Since the definition was changed in Section 5.2.2, this amendment makes the same change in the definition of Section 10.1.

Requires a two-thirds (2/3) vote

Your Vote: Yes__ No__

The SELECT BOARD voted 5-0 to recommend approval.

The PLANNING BOARD voted 5-0 to recommend approval.

On the request of Andrew Rouse and others

MISCELLANEOUS BYLAW AMENDMENT BANNERS IN THE GENERAL BUSINESS DISTRICT

ARTICLE 35. To see if the town will vote to amend Article XII Section 44 of the Andover Bylaws titled “Banners in the General Business District” by deleting all sections, paragraphs and text and by replacing the title of Section 44 with the new title “Reserved”.

The following explanation was submitted by Petitioner(s): The Supreme Court decision in 2015 in the case of Reed v. Town of Gilbert, Arizona stated that sign regulations based on content or type of content without a compelling justification were unconstitutional. Article XII Section 44 allows banners to be installed on Main St. only if they are relative to an event. Banners about other topics are not allowed. These regulations are thus content-based without compelling justification. Allowing banners also creates a public forum for expression, but this forum is available only to nonprofits, not to the public in general. The Supreme Court has stated that once a public forum is created, it cannot be limited to certain groups. Section 44 violates this constitutional principle as well. Free speech principles require that anyone should be allowed to hang a banner. This article deletes the bylaw rather than allowing banners from anyone with any type of message to be hung over Main Street.

Your Vote: Yes__ No__

The SELECT BOARD voted 5-0 to recommend approval.

The PLANNING BOARD voted 5-0 to recommend approval.

On the request of Andrew Rouse and others

ESTABLISHMENT OF WATER ADVISORY COMMISSION

ARTICLE 36. To see if the Town will vote to establish a Water Task Force comprised of five residents appointed by the Select Board. The mission of the Water Task Force is to serve as a dedicated resource to both Town staff and the Select Board in their role as Water Commissioners. The Task Force will provide information and guidance related to the actual drinking water quality experienced by users and potential options for improvements thereto. Development and ongoing updating of recommendations for both long- and short term-water quality improvement plans to the Water Commission will be its primary responsibility. The Water Task Force will hold regular public meetings to accomplish its mission as well as to collect direct feedback from citizens, review successful best practices utilized statewide, and communicate progress on implemented water quality improvement measures.

The following explanation was submitted by Petitioner(s): The Town has a problem with brown water. For the past several summers, the Town has advised residents that the discoloration is due to increased water demand from irrigation systems. Unfortunately, this problem now impacts us year-round, which is supported by social media posts and complaints to the Water Department. We acknowledge the Town last year increased rates to accelerate the fixes that will not be completed for fifteen years. Resident complaints often go unanswered or receive unsatisfactory response. How can someone turn on an outside spigot in 20 degree weather? This five-member water task force will hold public meetings to listen to resident concerns on our water supply, update our community regularly on water improvements from cast iron replacement to ice pigging, and develop relief program initiatives for those residents that may need to wait longer for improvements to occur.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend disapproval.

On the request of Jenny Ezell and others

DEDICATION AND NAMING OF FIRE STATION

ARTICLE 37. To see if the Town will vote to Authorize the Select Board and The Town Manager to officially Dedicate and Name the Ballardvale Fire Station in the Honor of William T. Downs.

The following explanation was submitted by Petitioner(s): The late William T. Downs dedicated his life to the Andover Fire Department and was instrumental in making it a premier fire service organization. He joined the Andover Fire Department in 1955 and was one of the first two members to become a certified EMT. As a visionary and leader, he was one of the first to earn a college degree in Fire Science in 1973. He rose through the ranks and served as Fire Chief for 31 years. Additionally, he served on numerous town boards and committees for over sixty years and upon his retirement in 1986, was elected to the Andover Select Board where he served his beloved town for twelve years. It is in recognition of William T. Downs' dedication, service, and sacrifice to the Town of Andover, that we the signed petitioners, respectfully request approval and support of this warrant article.

Your Vote: Yes ___ No ___

The SELECT BOARD voted 5-0 to recommend disapproval.

On the request of John Hines and others

SECTION VI
LETTERS FROM THE CHAIRS



TOWN OF ANDOVER

36 Bartlet Street
Andover, MA 01810
(978) 623-8215
www.andoverma.gov

July 31, 2020

Dear Andover Residents:

As I write this letter, the Town, the country, and the world are slowly re-opening and learning how to do so while protecting ourselves and our community. Most of us have spent several months staying in our homes with our families to protect ourselves and the larger community from the spread of the coronavirus (COVID-19). The extraordinary nature of this time is reflected in the fact that our schools were closed for the last three months of the school year and our public meetings are being held online with each of us in our homes. Our town election and town meeting have been delayed, now occurring months later than originally planned and in new ways to reflect social distancing practices. This pandemic continues to challenge us as individuals, families, and as a community. I thank you for your patience, your understanding, and your resiliency as we continue to navigate these uncharted waters. I also thank all the Town of Andover employees who continue to provide essential services during this time. I am confident that just as we did after the Merrimack Valley Gas Disaster, Andover will come out of this as a stronger community.

Looking back on the past fifteen months, it has been an honor to serve as the Chair of the Andover Select Board and see a recurring theme – “historic.” The pandemic is certainly historic, but before that, the historic theme was reflected in public meetings and in the Town Manager’s budget messages over the last several years. We have been making history in Andover. One historic change is the renaming of the policymaking body of our town, known since 1855 as the Board of Selectmen. At the 2019 Annual Town Meeting, voters overwhelmingly approved changing the name of the Board of Selectmen to the Select Board. I’m proud of the community for embracing inclusivity and recognizing that this is not a ceremonial change, but a change deeply reflective of Andover’s sense of community.

Additionally, just this month Andover took another historic step in creating a new town department - Andover DIVERSE (Diversity, Inclusion, Values, Respect, Support and Education). This new department is a first step as part of a community-wide process that invites change and encourages civil discourse so that we may work together towards equal treatment and acceptance of all. The Andover Select Board continues its commitment to stand against hatred. We stand together as one community, regardless of race, ethnicity, religion, gender, or orientation. And, as one community, we do not tolerate hate or violence. It is the Select Board’s responsibility to continue to speak out against discrimination, racism, xenophobia, and hatred and to foster a community that is anti-racist, where all voices are heard and respected. Together, we will turn the page to a new chapter in Andover’s history in which inclusion, acceptance, and equitable treatment of all is prioritized and integrated into the fabric of all we do as a community. I look forward to working with the entire community to foster this important and difficult work going forward.

Andover continues to be a community looking to our future. In July 2019, as part of the Select Board’s goal setting process, the Board voted to include goals and objectives around energy and sustainability. A major part of that goal was to hire a Sustainability Coordinator to serve as a dedicated resource to help lead the community’s sustainability portfolio. I know I join many in the community in appreciating how important this position is for the future of Andover.

Currently, we have two major building projects underway. Our Senior Center renovation and expansion will provide our seniors with the space they deserve. With expanded programming and a dynamic Elder Services staff, I am confident our services to our seniors will be better than ever. Additionally, construction of the new Ballardvale fire station is underway, replacing a nearly 130-year-old station designed for horse-drawn fire wagons with a modern facility that will meet our needs for decades to come.

There is also still much on the horizon that can change the shape of our town. The Historic Mill District is poised to unlock development that will expand our downtown in a thoughtful and meaningful way. I'm excited to see how our former Town Yard site is reimagined and woven into the fabric of Andover.

One of the most important responsibilities of the Select Board is the appointment of our Town Manager, Andover's chief executive officer. In my role as Chair of the Select Board, I led this process, culminating in the successful re-appointment of Andrew Flanagan as our Town Manager. The Town Manager's commitment to creatively addressing unfunded liabilities, his vision for the re-development of our Town Yard, his commitment to funding capital improvements, and his daily leadership of our town are just a few of the reasons the Select Board unanimously supported his reappointment. I look forward to what the next five years hold under Andrew Flanagan's leadership.

Andover continues to be a leader in addressing financial challenges and long-term liabilities, which are being faced by communities across the country. Andover received a Pickard Innovation Award from the Massachusetts Municipal Association for its innovation and creativity in inventing the Unfunded Liability Offset. This collaborative approach to addressing unfunded liabilities deepens the partnership between the Town and its employees. I am proud of Andover's work in creating this first of its kind financial strategy.

One issue the Select Board hears about often is discolored water. In 2019 the Board voted to expand the water main replacement program for two reasons. First and foremost, the expansion was needed to further accelerate replacement of unlined cast iron pipes which can cause the discoloration. Second, the expansion was needed to ensure that water mains were replaced prior to repaving roads impacted by the 2018 gas explosions. As a result, the accelerated replacement schedule will be completed in 15 years, rather than the 60 years previously scheduled. Further, even with this accelerated schedule, Andover's water rate is still among the lowest in the Merrimack Valley.

My position as the Select Board Chair has been impacted, like everything, by COVID-19. The position usually lasts for one year, but was extended an additional three months due to the delay of Town Meeting. I am honored to have been given this opportunity to lead our Board and community during this challenging time. There are more challenges to come and I look forward to Annie Gilbert's leadership as our next Chair of the Select Board. She will lead us well through the continuing impacts of the pandemic in our community.

In closing, I would like to express my deep appreciation for Andover's town employees and our many dedicated volunteers whose work makes Andover a special place. I am also grateful to our residents and community who have shown their strength and support as we continue to address COVID-19, racism, and their impacts in our community, the country and indeed the world. This strength and support for each other will bring us through the pandemic, provide the platform upon which to address racism and discrimination in our community, and prepare us for the challenges to come.

Sincerely,

Laura M. Gregory

Laura M. Gregory
Chair
Andover Select Board



ANDOVER PUBLIC SCHOOLS

36R Bartlet Street
Andover, MA 01810
(978) 247-7010

SCHOOL COMMITTEE

Shannon I. Scully- Chairperson
Susan K. McCready- Vice Chairperson
Lauren M. Conoscenti, Ph.D.
Paul Murphy
Tracey Spruce, Esq.

Sheldon H. Berman, Ed.D
Superintendent of Schools

August 11, 2020

To the Andover Community,

The School Committee has met multiple times over several months to discuss revisions to the proposed operating budget for fiscal year 2021, each time adjusting for updated revenue and state aid projections as well as anticipated expenses as we look at the unique requirements of reopening schools during the COVID-19 pandemic. However, given the uncertainty of Town Meeting timing, the only FY2021 budget formally adopted by the School Committee was in late January 2020 at \$89,246,700, representing a 3.86% increase over FY2020. At that time, the budget was met with a favorable recommendation from the Town Manager, Select Board and Finance Committee.

The School Committee anticipates ongoing discussion of the FY2021 budget, particularly in light of last week's announcement from the state legislature that Chapter 70 education aid is expected to be held steady between FY2020 and FY2021. A final budget proposal will be confirmed in public meeting by the Committee in the coming weeks, and presented to the Andover community for consideration at Town Meeting. We regret that this letter is not able to affirm the final proposed budget number, and appreciate the community's understanding of the remarkable and difficult position in which we find ourselves.

That said, at this juncture we feel confident the budget proposal will include these important elements:

Expenses for Safe School Reopening. Just last evening (August 10th), the Committee voted to begin the 2020/2021 school year in a "hybrid" model, offering students the opportunity for learning both in-person and remotely. This decision was difficult but reached carefully after much analysis and community feedback. The implications for delivering education both safely in-person and robustly in remote circumstances has significant implications for the school operating budget. For example, for FY2021 the school department has already undertaken expenses including the purchase of more than 86,000 disposable facemasks; 250 clear face shields; 440 N95 respirators; 60,000 disposable gloves; 1,000 gallons and 3,000 smaller bottles of hand sanitizer; 125,000 sanitizing wipes; and 200 gallons of Clorox disinfectant. Personnel costs are expected to increase for custodial and facilities support to maintain buildings and keep everyone safe, and the district may need to add staff in order to bring down class sizes and support safe social distancing for in-person learning. The school department has partnered with Town Facilities to understand any building HVAC changes, such as frequent changing of air filters that will bring additional levels of safety. Additionally, to assist with the delivery of blended learning both in and out of classrooms, the district accelerated an important investment in the new Schoology Learning Management System. The district is pursuing every opportunity for grant and state/federal aid for COVID-related expenses, but it remains unclear which expenses will ultimately be reimbursed and which will fall to the school operating budget.

Staffing. As in most districts, the School Department budget is heavily driven by personnel costs. Personnel costs represent about 81% of our total budget. One of the major drivers for the FY2021 budget are contractual step and track changes which account for approximately \$1.25 million of the budget increase. Also, the collective bargaining agreements with seven of eight employee unions expire this summer. The Committee has been negotiating new agreements with these unions, however circumstances related to the pandemic have thus far delayed settlement for all but one unit.

Full-Day Kindergarten. The Committee was pleased to announce this past fall that, starting with the 2020/2021 school year, families will no longer be charged tuition for their children to attend full-day kindergarten. This puts Andover in line with most districts in the Commonwealth who view full-day kindergarten as an essential part of a public education. We plan to rely on the funds remaining in the full-day kindergarten revolving account to finance kindergarten during the next school year and, thereafter, to use the increased state aid which we will receive because of the switch to full-day.

Mental Health and Other Special Education Costs. There are several areas of investment in special education. First, the proposed budget adds elementary and high school resources to expand a successful mental health program piloted at the middle school level, addressing a sharp rise in the emotional needs of students. Second, special education transportation costs have increased markedly, and approximately \$627,000 is proposed to address this need. Third, although the trend in out-of-district placement expenditures has been downward in recent years, some recent student move-ins to Andover require an overall increase in the out-of-district budget. Finally, because of an expected increase next year in the number of students enrolled in the Bridge autism program at West Elementary, an additional position at a cost of approximately \$70,000 is included in the proposed budget.

Student Transportation. The proposed budget adds three additional buses to the contracted fleet at a cost of approximately \$181,000. The original intention was to add capacity in order to remove the existing “B-runs,” which cause some students to arrive to school earlier in the morning or leave school later in the afternoon than their peers, creating disparity for students and operational challenges for staff. However, this investment has now become more important to meet even the minimum legal requirements to transport kindergarten to 6th grade students under COVID-19 distancing guidelines that reduce capacity of each bus by more than 65%. Even after adding three buses for 2020/2021, the district is not logistically able to transport students in grades 7 to 12 (which removes approximately \$375,000 of bus fee revenue from the budget), and there is a need to set multiple start/end times by grade level at each elementary school to accommodate student arrivals.

Building Projects. While not directly related to the proposed FY2021 budget, it is important to note two major school building projects are in process. First, West Elementary School, a building approaching its 70th birthday, has been accepted into the Massachusetts School Building Authority (MSBA) program. Hard work is underway to determine the best approach for replacing the current building and possibly relocating the pre-school to this site. A proposal is expected to be brought to the residents of Andover in the Spring of 2021. Second, a Statement of Interest for Andover High School (AHS), which is significantly overcrowded, has been submitted to the MSBA. This is the eighth application to MSBA for renovation/replacement, having been unsuccessful on the first seven tries. If AHS is not accepted this round, there is intention to present a proposal to the community seeking funding for a feasibility study and schematic design, with the contemplation of either building a new high school or renovating the present school as a town project.

The School Committee thanks Dr. Berman and his leadership team for the hard work of putting together the FY2021 school budget, particularly in such fluid and challenging circumstances. Special thanks goes to Paul Szymanski, who retired from the role of Assistant Superintendent for Business and Operations on June 30th. His steady leadership and collegial style served our community well for the past nine years. We are grateful for his service.

The Committee looks forward to presenting the FY2021 budget to voters at Town Meeting, and we thank the Andover community for its continued support and commitment to Andover Public Schools and our students.

Sincerely,

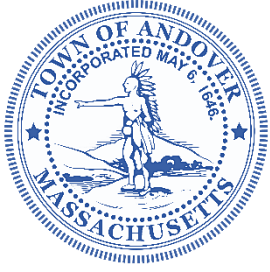


Shannon Scully, Chairperson
Andover School Committee

SECTION VII

TOWN OF ANDOVER

2019 ANNUAL REPORT SUMMARY



TOWN OF ANDOVER

TOWN MANAGER'S OFFICE

36 BARTLET STREET

ANDOVER, MA 01810

(978) 623-8200

WWW.ANDOVERMA.GOV

Andrew P. Flanagan
Town Manager

Fellow Andover Residents:

I am pleased to submit my annual letter to the community for the fifth time as Andover's Town Manager. The Annual Report provides me with the opportunity to reflect on the past year and consider the organization's performance and its ability to adapt to the changing demands of our community. I continue to be proud of the men and women who work for our organization. They remain focused on our mission and are dedicated to providing exceptional services while demonstrating creativity in developing effective solutions. I continue to appreciate and value the Select Board's leadership and the community's support as we work together to move Andover forward.

The last two years have required the Town to be flexible and adaptive in responding to major emergencies. The Merrimack Valley Gas Disaster, the EEE positive cases and the COVID-19 pandemic have challenged our organization in many ways. Despite having to respond to these crisis situations, we have maintained continuity of government operations and, in some cases, have made innovations that will shape how we manage our Town and serve the public moving forward.

Downtown has been transformed in recent months to become an even more energetic and beautiful center of the community. Hanging flower baskets and repainted street lights flank Main Street. Nearly two dozen restaurants have been permitted for, and supported in, offering outdoor dining on public land. Residents are pulling together to support our small businesses and are finding community with one another in doing so.

Addressing our unfunded liabilities, particularly our post-employment benefits, is a challenge for Andover and the entire public sector. While there is still much work to be done, we have taken significant steps to mitigate the future impact of these expenses. Most notably, we developed the Unfunded Liability Offset and negotiated it into agreements with most of the Town's collective bargaining units. The identification of an additional funding source generated from employee contributions represents major progress, and I am proud of the partnership forged with our employees that made this possible. This reflects our commitment to organizational development by building a trusting partnership with our employees. Our workforce is our greatest asset and their continued collaboration will be critical to our efforts in meeting our organizational goals.

Construction is underway on both the Ballardvale Fire Station and the Robb Center. These capital improvements are part of a strategic plan to accomplish town building projects within the levy limit. Integrating our comprehensive capital improvement program with our long-range financial planning has allowed us to make significant improvements to our public facilities and provided us with the resources to serve the core functions of government. I look forward to welcoming seniors back to the Robb Center, with expanded programming, additional space and functionality that meets the needs of today's senior population.

Discolored water conditions have resulted from the age and demands of our distribution system. The principal cause of discolored water is the more than 100 miles of unlined, aged, cast iron water mains within our underground infrastructure. When I took office in 2015, these pipes were slated to be completely replaced over a period of 60 years. Shortly thereafter, we reduced that schedule by half, with full replacement in 30 years. Last year, capitalizing on the paving scheduled as part of the Gas Restoration project, we reduced that schedule

by half again, to 15 years. This summer, we have seen record pumping in our distribution system due to high temperatures and dry weather. Fortunately, however, reports of discolored water have not increased along with the major increases in usage. I am confident that this is attributable to the accelerated replacement schedule and the incremental success of the water main replacement program.

For the first time, the Select Board included sustainability and green initiatives in its goals and objectives. Through an extensive search, we welcomed the Town's first Sustainability Coordinator in November of 2019. The results of adding this resource have been immediate and positive, with two currently pending Municipal Vulnerability Program (MVP) grants, and a successful award of a tree management grant from the Department of Conservation and Recreation. The Sustainability Coordinator has been instrumental in advancing the priorities of the Andover Green Advisory Board, including Community Choice Aggregation, which will be considered at the 2020 Annual Town Meeting.

Connecting and communicating with the public continues to be a major priority of my administration. Last summer, Andover launched our 311 capabilities along with Andover Central, a consolidated online customer service case management function. Andover is one of only seven communities in Massachusetts with a 311 service and one of only 90 nationwide. I look forward to continuing to develop new ways to engage and interact with our residents and businesses.

I appointed our Town Government Study Committee last year to conduct a comprehensive review of our Town's governance structure and form of government. I look forward to the recommendations of the Committee as it considers potential improvements to our government.

Regarding the Historic Mill District, we have facilitated the creation of a community-authored plan for redevelopment of the Old Town Yard. A Request for Proposals is complete and reflects input from hundreds of residents, town boards/committees, and professionals in the fields of traffic and circulation, architecture, infrastructure, sustainability, housing, retail construction, placemaking and more. This exciting and important project will enter a new phase once Town Meeting authorizes the sale of the Old Town Yard.

Recently, I announced the creation of a new division that will focus on (a) wellness and recovery and (b) diversity, equity and inclusion. Andover Collaborative Support Services will provide a critical service to the community in developing programs that promote inclusivity and justice for all residents. I look forward to supporting programs that focus on anti-racism and that reflect broad community's input. In addition, we will continue building upon our successes in combating addiction through a focus on wellness and recovery. Since we launched Community Support Services, which successfully partnered with the Police Department in 2015, we have referred more individuals to recovery programs than any other police department or related program in Massachusetts (with the exception of the City of Boston). My focus over the next year will be to ensure that this new division has the resources and organization-wide integration to be successful.

This past year I was honored to be reappointed to serve Andover for another five years as Town Manager. Andover is my home, and I look forward to continuing to lead such a capable and competent team that is extraordinarily focused on serving the community well. We have accomplished a great deal over the last year, and I look forward to capitalizing on our momentum and shared belief that together we will keep moving Andover forward.

To the community, I am grateful for your continued partnership and support. Thank you.

Respectfully,

A handwritten signature in blue ink, appearing to read "A. Flanagan", written in a cursive style.

Andrew P. Flanagan
Town Manager

TOWN OF ANDOVER, MASSACHUSETTS									
Combined Balance Sheet - All Fund Types and Account Groups									
as of June 30, 2019									
(Unaudited)									
	Governmental Fund Types			Proprietary Fund Types			Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Sewer Enterprise Fund	Water Enterprise Fund	Internal Services	Trust and Agency	Long-term Debt	(Memorandum Only)
<u>ASSETS</u>									
Cash and cash equivalents	21,139,404.39	24,923,557.64	24,706,874.00	3,491,223.02	5,051,240.69	8,679,963.46	23,647,579.19		111,639,842.39
Receivables:									
Personal property taxes	294,263.19								294,263.19
Real estate taxes	1,673,128.11								1,673,128.11
Deferred taxes	327,888.43								327,888.43
Allowance for abatements and exemptions	(2,408,215.66)								(2,408,215.66)
Special assessments	2,757.35			3,995,217.40					3,997,974.75
Tax liens	2,449,160.79								2,449,160.79
Tax foreclosures	259,091.68								259,091.68
Motor vehicle excise	615,073.31								615,073.31
User fees				465,702.83	1,164,792.83				1,630,495.66
Utility liens added to taxes				19,325.29	27,119.99				46,445.28
Departmental							3,317.47		3,317.47
Other receivables	446,193.19			644,754.24		242,458.35	191,391.73		1,524,797.51
Due from other governments		585,580.00							585,580.00
Amounts to be provided - payment of bonds								108,375,562.00	108,375,562.00
Total Assets	24,798,744.78	25,509,137.64	24,706,874.00	8,616,222.78	6,243,153.51	8,922,421.81	23,842,288.39	108,375,562.00	231,014,404.91
<u>LIABILITIES AND FUND EQUITY</u>									
Liabilities:									
Warrants payable	1,176,173.73	149,397.36	130,290.10	54,211.08	181,479.03	25,902.22	142,108.59		1,859,562.11
Accrued payroll and withholdings	5,834,398.29	130,249.03							5,964,647.32
IBNR						1,911,950.00			1,911,950.00
Other liabilities	58,228.74			10,239.09					68,467.83
Agency Funds							585,283.98		585,283.98
Deferred revenue:									
Real and personal property taxes	(440,824.36)								(440,824.36)
Deferred taxes	327,888.43								327,888.43
Special assessments	2,757.35			3,756,775.63					3,759,532.98
Tax liens	2,449,160.79								2,449,160.79
Tax foreclosures	259,091.68								259,091.68
Motor vehicle excise	615,073.31								615,073.31
User fees				723,469.49	1,191,912.82				1,915,382.31
Other receivables	446,193.19			644,754.24			191,391.73		1,282,339.16
Due to other governments	64,606.00								64,606.00
Bonds payable								108,375,562.00	108,375,562.00
Notes payable			2,720,000.00						2,720,000.00
Total Liabilities	10,792,747.15	279,646.39	2,850,290.10	5,189,449.53	1,373,391.85	1,937,852.22	918,784.30	108,375,562.00	131,717,723.54
Fund Equity:									
Reserved for encumbrances	1,194,619.43	1,522,633.77	5,389,091.57	129,317.37	332,739.60	175,041.18	78.77		8,743,521.69
Reserved for expenditures	32,000.00			48,807.00					80,807.00
Reserved for continuing appropriations	101,739.77				1,010,036.27				1,111,776.04
Reserved for debt service	529,790.57								529,790.57
Undesignated fund balance	12,147,847.86	23,706,857.48	16,467,492.33			6,809,528.41	22,923,425.32		82,055,151.40
Unreserved retained earnings				3,248,648.88	3,526,985.79				6,775,634.67
Total Fund Equity	14,005,997.63	25,229,491.25	21,856,583.90	3,426,773.25	4,869,761.66	6,984,569.59	22,923,504.09	0.00	99,296,681.37
Total Liabilities and Fund Equity	24,798,744.78	25,509,137.64	24,706,874.00	8,616,222.78	6,243,153.51	8,922,421.81	23,842,288.39	108,375,562.00	231,014,404.91

[illegible]

TOWN OF ANDOVER, MASSACHUSETTS												
RECAP OF GENERAL FUND - BUDGET- FUND LEVEL												
FISCAL YEAR ENDED JUNE 30, 2019												
		RES FOR	PPROPRIATIC	PPROPRIATIC	COMP	RESERVE	OTHER	ATM SUPPL	TOTAL	EXPENDED	RES FOR	TRANS TO
		ENCUM	(ORIGINAL)	TRANSFER	FUND	ACCOUNTS	(STM)	& OTHER	AVAILABLE		ENCUM	UNRE FD BL
GENERAL GOVERNMENT												
Personal Services		73,729	6,168,793	-	-	-	-	-	6,242,522	5,997,813	22,559	222,151
Other Expenses		173,557	2,209,706	-	-	-	-	-	2,383,263	2,179,408	167,817	36,038
		247,287	8,378,499	-	-	-	-	-	8,625,786	8,177,221	190,376	258,189
COMMUNITY SERVICES												
Personal Services		1,151	1,712,735	-	-	-	-	-	1,713,886	1,708,334	435	5,118
Other Expenses		12,762	671,115	-	-	-	-	-	683,877	590,667	9,026	84,184
		13,913	2,383,850	-	-	-	-	-	2,397,763	2,299,000	9,461	89,302
FACILITIES												
Personal Services		-	2,317,184	-	-	-	-	-	2,317,184	2,272,637	-	44,547
Other Expenses		193,020	1,459,534	-	-	-	-	-	1,652,554	1,399,882	162,771	89,902
		193,020	3,776,718	-	-	-	-	-	3,969,738	3,672,518	162,771	134,449
PUBLIC SAFETY												
Personal Services		23,990	15,405,213	-	-	-	-	-	15,429,203	15,179,553	24,237	225,413
Other Expenses		86,495	1,616,557	-	-	-	-	-	1,703,052	1,556,040	68,757	78,255
		110,485	17,021,770	-	-	-	-	-	17,132,255	16,735,594	92,994	303,668
DEPARTMENT OF PUBLIC WORKS												
Personal Services		11,086	3,447,728	-	-	-	-	-	3,458,814	3,369,185	11,487	78,141
Other Expenses		419,958	4,965,663	-	-	-	-	-	5,385,621	4,593,015	532,637	259,969
		431,043	8,413,391	-	-	-	-	-	8,844,434	7,962,200	544,124	338,110
LIBRARY												
Personal Services		11,269	2,163,080	-	-	-	-	-	2,174,349	2,124,655	-	49,693
Other Expenses		2,821	666,012	-	-	-	-	-	668,833	618,208	-	50,625
		14,090	2,829,092	-	-	-	-	-	2,843,182	2,742,864	-	100,318
SCHOOL												
Personal Services		-	66,753,383	-	-	-	-	1,088	66,754,471	66,754,471	-	-
Other Expenses		311,053	15,757,275	-	-	-	-	(1,088)	16,067,240	15,874,264	192,976	(0)
		311,053	82,510,658	-	-	-	-	-	82,821,711	82,628,735	192,976	(0)
UNCLASSIFIED												
Compensation Fund		-	-	-	-	-	-	-	-	-	-	-
Reserve Fund		-	200,000	-	-	-	-	-	200,000	-	-	200,000
		-	200,000	-	-	-	-	-	200,000	-	-	200,000
FIXED EXPENSES												
Technical Schools		-	628,300	-	-	-	-	-	628,300	592,235	-	36,065
Debt Service		-	14,568,902	-	-	-	-	-	14,568,902	14,474,815	-	94,087
Insurance		2,742	967,703	-	-	-	-	400,000	1,370,445	1,370,445	-	-
OPEB		-	1,416,888	-	-	-	-	-	1,416,888	1,416,888	-	-
Health Insurance Fund		-	20,662,075	-	-	-	-	-	20,662,075	20,662,075	-	-
Unemployment Comp		-	160,000	-	-	-	-	-	160,000	160,000	-	-
Retirement		-	10,371,338	-	-	-	-	-	10,371,338	10,371,338	-	-
		2,742	48,775,206	-	-	-	-	400,000	49,177,948	49,047,796	-	130,152
TOTAL		1,323,635	174,289,184	-	-	-	-	400,000	176,012,819	173,265,928	1,192,701	1,554,189
SEWER ENTERPRISE FUND												
Personal Services		-	329,123	-	-	-	-	-	329,123	254,166	-	74,957
Other Expenses		200,317	5,323,840	-	-	-	-	-	5,524,157	5,187,119	129,317	207,721
		200,317	5,652,963	-	-	-	-	-	5,853,280	5,441,285	129,317	282,678
WATER ENTERPRISE FUND												
Personal Services		-	2,062,821	-	-	-	-	-	2,062,821	2,015,425	-	47,396
Other Expenses		393,482	7,481,899	-	-	-	-	1,485,000	9,360,381	7,425,619	332,740	1,602,023
		393,482	9,544,720	-	-	-	-	1,485,000	11,423,202	9,441,044	332,740	1,649,418
TOTAL ENTERPRISE		593,799	15,197,683	-	-	-	-	1,485,000	17,276,482	14,882,329	462,057	1,932,096
GRAND TOTAL												
		1,917,434	189,486,867	-	-	-	-	1,885,000	193,289,301	188,148,257	1,654,758	3,486,285

TOWN OF ANDOVER								
GENERAL FUND SPECIAL ARTICLES								
JUNE 30, 2019								
ORG	OBJ	ARTICLE	CONTINUED	APPROPRIATION	TOTAL	EXPENDED	ENCUMBRANCE	CONTINUED
CODE	CODE	TITLE	APPROPRIATION		AVAILABLE			APPROPRIATION
02133	571064	FIREWORKS FUND	7,251	14,000	21,251	11,500	-	9,751
02133	571083	SUPPORT FOR CIVIC EVENTS	6,098	5,000	11,098	3,900	-	7,198
			13,349	19,000	32,349	15,400	-	16,949
02141	571065	PROPERTY VALUATION	38,578	32,000	70,578	6,700	-	63,878
			38,578	32,000	70,578	6,700	-	63,878
02171	571012	WETLAND BYLAW	0	-	0	-	-	0
			0	-	0	-	-	0
02541	571080	ELDERLY DISABLED TRANSPORT (T)	18,937	12,000	30,937	11,051	-	19,886
			18,937	12,000	30,937	11,051	-	19,886
			70,864	63,000	133,864	33,151	-	100,713

TOWN OF ANDOVER
SPECIAL REVENUE/GRANTS ROLLFORWARD
FISCAL YEAR ENDING June 30, 2019

	Available Balance 06/30/18												Available Balance 06/30/19
FUND/TITLE		Encumbrance	intergovmenta	Interest	Depart- Mental	Total Available	Personal Services	Other Expenses	Total Expenditures	OFU	Encumbrance	Total OFS/OFU	
FY03 TRAFFIC ENFORCEMENT	(2,256)	-	-	-	6,010	3,754	7,034	-	7,034	-	-	-	(3,280)
UNDERAGE ALCOHOL	327	-	-	-	-	327	-	-	-	-	-	-	327
FEDERAL PUBLIC SAFETY GRANTS	(1,929)	-	-	-	6,010	4,081	7,034	-	7,034	-	-	-	(2,953)
SPED ENTITLEMENT	(192,027)	31,351	273,522	-	-	112,846	97,596	15,251	112,846	-	-	-	(0)
SPED ENTITLEMENT	0	-	1,115,781	-	-	1,115,781	1,235,584	27,999	1,263,583	-	9,781	9,781	(157,583)
EARLY CHILDHOOD EDUCATION	385	-	-	-	-	385	-	385	385	-	-	-	(0)
EARLY CHILDHOOD ALLOCATION	(0)	-	16,215	-	-	16,215	18,158	-	18,158	-	-	-	(1,943)
SPED IMPROVEMENT	-	-	-	-	-	-	-	-	-	-	-	-	-
RADAR GRANT	(22,945)	1,500	46,745	-	-	25,300	-	25,000	25,000	-	-	-	300
EC SPED IMPROVEMENT	-	-	-	-	-	-	-	-	-	-	-	-	-
LEP SUPPORT	2,403	1,052	32,383	-	-	35,837	23,965	10,476	34,441	-	-	-	1,396
TITLE III LEP SUPPORT 180	1,155	-	3,723	-	-	4,878	1,155	42	1,197	-	2,837	2,837	844
TITLE I READING	(25,464)	25,464	150,718	-	-	150,718	140,146	25,703	165,849	-	-	-	(15,131)
TITLE I	(18,317)	6,360	33,581	-	-	21,624	14,545	7,079	21,624	-	-	-	(0)
LEAP INCENTIVE 231	500	-	4,500	-	-	5,000	-	-	-	-	5,000	5,000	-
PROFESSIONAL DEVELOPMENT	(46,463)	1,700	64,122	-	-	19,359	9,830	9,529	19,359	-	-	-	0
PROFESSIONAL DEVELOPMENT 140	(360)	-	82,610	-	-	82,250	22,230	71,421	93,651	-	-	-	(11,401)
ARTS IN EDUCATION	(1,234)	1,084	139,849	-	-	139,699	73,944	65,755	139,699	-	-	-	-
TITLE IV	-	-	13,835	-	-	13,835	14,977	-	14,977	-	-	-	(1,142)
FEDERAL EDUCATION GRANTS	(302,367)	68,511	1,977,584	-	-	1,743,728	1,652,130	258,639	1,910,769	-	17,618	17,618	(184,659)
HEALTHY COMMUNITY	5,742	-	120,000	-	6,290	132,032	68,749	51,199	119,948	-	85	85	11,998
FY09 REG EMERG PREPAREDNESS	(647)	-	-	-	-	(647)	-	-	-	-	-	-	(647)
BALMORAL DAM REMOVAL	(13,410)	3,488	-	-	-	(9,922)	-	-	-	-	3,488	3,488	(13,410)
FDA RETAIL STANDARDS	1,282	-	22,321	-	-	23,603	-	23,528	23,528	-	-	-	75
NAT ASSN CNT/CITY HEALTH OF	10,563	-	-	-	-	10,563	-	757	757	-	-	-	9,806
FEDERAL OTHER GRANTS	3,530	3,488	142,321	-	6,290	155,629	68,749	75,484	144,233	-	3,573	3,573	7,822
BULLETT VEST PARTNERSHIP	6,775	-	-	-	-	6,775	-	-	-	-	-	-	6,775
STUDENT AWARE OF FIRE EDUCATION	5,087	-	5,454	-	-	10,541	960	2,528	3,488	-	-	-	7,053
FY09 911 PSAP SUPPORT	(48,534)	-	93,272	-	-	44,737	85,357	3,188	88,545	-	-	-	(43,807)
DEPARTMENT TRAINING GRANT	58,439	-	8,702	-	-	67,141	3,009	8,318	11,327	-	-	-	55,815
PSAP LEADERSHIP SCHOLARSHIP	0	-	-	-	-	0	-	-	-	-	-	-	0
PEDESTRIAN, BIKE, TRAFFIC ENFORCENT	2,803	-	-	-	-	2,803	-	-	-	-	-	-	2,803
DISASTER REIMBURSEMENTS	6,754	-	-	-	9,063	15,817	11,373	-	11,373	-	-	-	4,444
ALTERNATIVE SENTENCING	300	-	-	-	-	300	-	-	-	-	-	-	300
SENIOR AWARENESS FIRE EDU	2,243	-	2,800	-	-	5,043	640	1,353	1,993	-	-	-	3,050
STATE PUBLIC SAFETY GRANTS	33,866	-	110,228	-	9,063	153,158	101,339	15,387	116,726	-	-	-	36,432
CHAPTER 90	(302,937)	268,617	1,402,414	-	-	1,368,094	-	1,846,612	1,846,612	-	1,025,652	1,025,652	(1,504,170)
PWED	96,401	-	-	1,045	-	97,446	-	-	-	-	-	-	97,446
WINTER RAPID RECOVERY ROAD PRG	5,521	-	-	-	-	5,521	-	-	-	-	-	-	5,521
SIDEWALK FUND PLANNING BOARD	3,808	360	-	-	69,976	74,144	-	360	360	-	-	-	73,784
STATE PUBLIC WORKS GRANTS	(197,207)	268,977	1,402,414	1,045	69,976	1,545,205	-	1,846,972	1,846,972	-	1,025,652	1,025,652	(1,327,419)
LIBRARY AID CH 78 SEC 19A	146,945	-	-	-	44,517	191,462	-	46,972	46,972	-	-	-	144,490
LIBRARY AID CH 139	30	-	-	-	-	30	-	-	-	-	-	-	30
STATE LIBRARY GRANTS	146,975	-	-	-	44,517	191,492	-	46,972	46,972	-	-	-	144,520
ANDOVER HISTORIC MILL DISTRICT EARMARK	(47,200)	97,200	47,200	-	-	97,200	-	90,250	90,250	-	6,950	6,950	-
RECYCLE INCENTIVE	1,378	-	-	-	-	1,378	-	1,378	1,378	-	-	-	0
NEW HORIZONS FOR YOUTH	7	-	-	-	-	7	-	-	-	-	-	-	7
FY03 COA FORMULA GRANT	8,805	189	-	-	77,364	86,358	72,936	4,428	77,364	-	-	-	8,994
LAHEY CLINIC NUTRITION GRANT	5,295	-	-	-	-	5,295	-	-	-	-	-	-	5,295
GREATER RIVER VALLEY MRC	3,303	-	-	-	16,754	20,057	4,459	11,588	16,047	-	3,541	3,541	469
ENERGY EDUCATION ELDER SERVICES	1,141	-	-	-	-	1,141	-	-	-	-	-	-	1,141
GREEN COMMUNITIES	(53)	-	35,656	-	-	35,603	-	78,967	78,967	-	63,422	63,422	(106,786)
43D TECH ASSIST GRANT	10,128	-	-	-	-	10,128	-	-	-	-	-	-	10,128
INTERGENERATIONAL COLLAB	6,195	-	-	-	-	6,195	2,562	-	2,562	-	-	-	3,633
DISABILITIES ACCESSIBILITY	-	-	-	-	-	-	-	-	-	-	-	-	-
CLEAN ENERGY CHOICE	1,976	-	-	-	-	1,976	-	-	-	-	-	-	1,976
ARTS LOTTERY COUNCIL	9,858	640	-	-	6,800	17,298	-	8,282	8,282	-	-	-	9,016
RIGHT TO KNOW	973	-	-	-	-	973	-	-	-	-	-	-	973
SECONDHAND SMOKE INITIATIVE	1,000	-	-	-	-	1,000	-	-	-	-	-	-	1,000
CRM CUSTOMER SERVICE	-	-	-	-	100,000	100,000	-	1,000	1,000	-	-	-	99,000
OTHER STATE GRANTS	2,808	98,029	82,856	-	200,918	384,610	79,958	195,892	275,850	-	73,913	73,913	34,847
CEMETERY SALE OF LOTS FUND	5,227	-	-	-	-	5,227	-	-	-	-	-	-	5,227
SALE OF REAL ESTATE	18,321	-	-	-	-	18,321	-	-	-	-	-	-	18,321
BUILD/FIRE CODE Ch 148A, Sec 5	3,800	-	-	-	300	4,100	-	-	-	-	-	-	4,100
WETLAND FILING FEES	106,475	8,423	-	-	15,830	130,729	-	4,634	4,634	25,000	660	25,660	100,435
OFF STREET PARKING	541,090	-	-	-	319,523	860,613	-	9,307	9,307	178,883	-	178,883	672,424
INSURANCE RECOVERY >\$20,000	500	-	-	-	-	500	-	-	-	-	-	-	500
WETLAND PROTECTION ACT	55,669	-	-	-	5,888	61,557	-	-	-	-	-	-	61,557
RESERVE FOR BOND PREMIUM	100,223	-	-	-	28,833	129,056	-	-	-	-	-	-	129,056
RESERVE FOR PREM - WATER	102,973	-	-	-	41,107	144,080	-	-	-	-	-	-	144,080
RECEIPTS RESERVED FOR APPROPRIATION	934,280	8,423	-	-	411,480	1,354,184	-	13,941	13,941	203,883	660	204,543	1,135,700

TOWN OF ANDOVER
SPECIAL REVENUE/GRANTS ROLLFORWARD
FISCAL YEAR ENDING June 30, 2019

	Available												Available
	Balance				Depart-	Total	Personal	Other	Total			Total	Balance
FUND/TITLE	06/30/18	Encumbrance	nter govmenta	Interest	Mental	Available	Services	Expenses	Expenditures	OFU	Encumbrance	OFS/OFU	06/30/19
LEA REVOLVING	188,355	-	-	-	28,840	217,195	86,610	32,213	118,823	-	-	-	98,372
EARLY CHILDHOOD REV	134,873	-	-	-	148,699	283,573	235,922	-	235,922	-	-	-	47,650
SCHOOL DAMAGE Ch 55 sec 53 1/2	3,375	-	-	-	-	3,375	-	-	-	-	-	-	3,375
COMMUNITY A.S.K. REVOLVING	1,163	-	-	-	-	1,163	-	-	-	-	-	-	1,163
PARENT TO PARENT REVOLVING	17,660	-	-	-	5,900	23,560	-	4,615	4,615	-	-	-	18,945
ANDOVER C.A.R.E.S.	4,361	-	-	-	-	4,361	-	-	-	-	-	-	4,361
ALL DAY KINDERGARTEN	867,304	-	-	-	1,364,710	2,232,014	822,043	190,665	1,012,708	-	-	-	1,219,306
EXTRA CURRICULAR REV	45,567	-	-	-	403,853	449,421	424,902	3,539	428,441	-	-	-	20,979
INSTRUMENTAL MUSIC REVOLVING	70	-	-	-	2,900	2,970	1,656	-	1,656	-	-	-	1,314
FINE ARTS	29,137	-	-	-	61,475	90,612	16,643	32,456	49,099	-	-	-	41,513
PHYS ED REVOLVING	2,399	-	-	-	915	3,314	-	2,544	2,544	-	-	-	770
LOST BOOKS	27,522	-	-	-	1,348	28,870	-	88	88	-	-	-	28,781
SEPAC	3,728	-	-	-	-	3,728	-	150	150	-	-	-	3,578
TUITION REVOLVING	11,589	-	-	-	26,925	38,514	19,750	1,075	20,825	-	-	-	17,689
COLLINS CTR REVOLVING	49,509	-	-	-	254,576	304,085	182,656	40,136	222,792	-	-	-	81,293
OUTSIDE ACTIVITIES REV	247,947	-	-	-	82,762	330,709	117,989	60,292	178,281	-	-	-	152,427
TRANSPORTATION REVOLVING	278,405	-	14,512	-	529,725	822,642	-	378,439	378,439	-	-	-	444,204
BANCROFT GIFTS AND DONATIONS	14,882	-	-	-	1,500	16,382	-	502	502	-	-	-	15,880
SANBORN GIFTS AND GRANTS	15,843	-	-	-	8,766	24,609	-	14,019	14,019	-	-	-	10,589
SHAWSHEN GIFTS AND GRANTS	200	-	-	-	-	200	-	-	-	-	-	-	200
SOUTH SCHOOL GIFTS AND GRANTS	12,119	-	-	-	606	12,724	-	-	-	-	-	-	12,724
WEST ELEM GIFTS AND GRANTS	9,427	-	-	-	-	9,427	-	1,302	1,302	-	-	-	8,125
HIGH PLAIN GIFTS AND GRANTS	9,511	-	-	-	-	9,511	-	-	-	-	-	-	9,511
WOOD HILL GIFTS AND GRANTS	7,003	-	-	-	1,100	8,103	-	665	665	-	-	-	7,439
DMS ENGINEERING GIFTS AND GRANTS	18,511	-	-	-	7,500	26,011	-	5,306	5,306	-	-	-	20,705
WEST MIDDLE GIFTS AND GRANTS	24,072	-	-	-	5,780	29,852	-	6,109	6,109	-	-	-	23,744
ANDOVER HIGH GIFTS AND GRANTS	45,565	-	-	-	12,702	58,267	-	23,019	23,019	-	-	-	35,248
REVOLVING FUNDS EDUCATION	2,070,098	-	14,512	-	2,950,583	5,035,193	1,908,173	797,132	2,705,305	-	-	-	2,329,888
ATHLETIC REVOLVING	384	-	-	-	533,164	533,548	190,754	256,039	446,794	-	-	-	86,754
REVOLVING FUNDS ATHLETIC	384	-	-	-	533,164	533,548	190,754	256,039	446,794	-	-	-	86,754
CH44 SEC 53E 1/2 LEGAL NOTICES	14,318	-	-	-	21,135	35,453	-	20,812	20,812	-	-	-	14,640
CH44 SEC 53E 1/2 DCS REVOLVING	373,790	1,440	-	-	730,240	1,105,469	398,478	285,239	683,717	-	2,449	2,449	419,303
CH44 SEC 53E 1/2 YOUTH SERVICES	258,638	12,003	-	-	405,283	675,924	204,636	220,369	425,005	-	19,389	19,389	231,530
CH44 SEC 53E 1/2 ELDER SERVICES	179,843	15,065	-	-	159,243	354,152	35,162	126,178	161,340	-	3,278	3,278	189,534
CH44 SEC 53E 1/2 TITILE V HEALTH CLINICS	44,301	-	-	-	46,933	91,234	4,304	45,313	49,617	-	-	-	41,618
CH44 SEC 53E 1/2 FIELDS REVOLVING	52,201	58,513	-	-	88,502	199,216	773	79,952	80,724	-	55,376	55,376	63,116
CH44 SEC 53E 1/2 POLICE ANTENNA	26,306	-	-	-	6,742	33,049	-	-	-	-	-	-	33,049
CH44 SEC 53E 1/2 BALD HILL COMP	19,172	5,800	-	-	20,747	45,719	-	14,914	14,914	-	5,800	5,800	25,006
CH44 SEC 53E 1/2 DPW CRT/HHW	22,490	-	-	-	32,852	55,341	-	8,059	8,059	-	-	-	47,282
CH44 SEC 53E 1/2 FIRE	25,514	10,712	-	-	22,400	58,626	-	23,197	23,197	-	-	-	35,428
CH44 SEC 53E 1/2 LOST/DAMAGED BOOKS	13,937	-	-	-	4,474	18,411	-	452	452	-	-	-	17,958
CH44 SEC 53E 1/2 HEALTH SVCS	39,593	-	-	-	54,270	93,863	7,115	21,828	28,943	-	-	-	64,920
CH44 SEC 53E 1/2 COPY CENTER REVOLVING	14,634	-	-	-	6,283	20,916	-	-	-	-	-	-	20,916
REVOLVING CHAPTER 44 53 E 1/2	1,084,736	103,533	-	-	1,599,103	2,787,373	650,468	846,312	1,496,780	-	86,292	86,292	1,204,300
TOWN DAMAGE RESTITUTION	18,915	-	-	-	-	18,915	-	-	-	-	-	-	18,915
FRONTAGE ROAD	3,856	-	-	-	-	3,856	-	-	-	-	-	-	3,856
PUBLIC SAFETY DAMAGE REST	8,761	-	-	-	630	9,391	-	-	-	-	-	-	9,391
PUBLIC WORKS DAMAGE REST	28,563	-	-	-	1,407	29,970	-	-	-	-	-	-	29,970
RECYCLABLE BATTERY PROGRAM	1,254	-	-	-	-	1,254	-	1,254	1,254	-	-	-	-
ENERGY REBATE FUND	71,108	1,180	-	-	65,731	138,019	-	102,005	102,005	-	5,000	5,000	31,013
P&F DAMAGE RESTITUTION	31,116	5,719	-	-	105,933	142,767	-	104,895	104,895	-	-	-	37,872
CH44 SEC 53F 3/4 PEG ACCESS CABLE	91,034	5,385	-	-	796,678	893,097	-	391,297	391,297	239,637	-	239,637	262,163
OTHER REVOLVING FUNDS	254,606	12,284	-	-	970,378	1,237,268	-	599,451	599,451	239,637	5,000	244,637	393,179
CORPORATE GRANTS	268,185	-	-	-	106,931	375,116	-	44,022	44,022	-	51,652	51,652	279,443
SUSPENSE REVOLVING	-	-	-	28,896	-	28,896	415	14,897	15,312	-	-	-	13,584
AHS BAND AND CHOIR GRANTS	-	-	-	-	-	-	-	-	-	-	-	-	-
OTHER GIFTS AND GRANTS	26,819	-	-	-	10,800	37,619	7,701	-	7,701	-	-	-	29,919
ENGINEERING GRANT	68,052	5,000	-	-	46,975	120,027	31,233	56,092	87,325	-	6,791	6,791	25,912
GEMS GRANT	-	-	-	-	-	-	-	-	-	-	-	-	-
ASIA SOCIETY GRANT	21,249	-	-	-	15,033	36,282	-	5,002	5,002	-	1,545	1,545	29,735
CIRCUIT BREAKER	457,402	-	2,129,647	-	-	2,587,049	1,439,199	-	1,439,199	-	-	-	1,147,849
AHS WORKFORCE GRANT	781	-	2,500	-	-	3,281	272	2,437	2,709	-	350	350	222
ESSENTIAL SCHOOL HEALTH SERV	(0)	-	107,500	-	-	107,500	91,926	11,402	103,329	-	1,007	1,007	3,164
ESSENTIAL SCHOOL HEALTH YEAR 2	2,159	2,665	-	-	-	4,824	2,453	2,371	4,824	-	-	-	0
PUERTO RICO RELIEF	814	-	3,602	-	-	4,416	2,860	-	2,860	-	-	-	1,556
STARS RESIDENCY	-	-	5,000	-	-	5,000	5,000	-	5,000	-	-	-	-
FOREIGN LANGUAGE ASSISTANCE	-	-	11,633	-	-	11,633	-	-	-	-	-	-	11,633
OTHER SPECIAL REVENUE FUNDS EDUCATION	845,462	7,665	2,259,882	28,896	179,738	3,321,643	1,581,060	136,223	1,717,283	-	61,344	61,344	1,543,016

TOWN OF ANDOVER
SPECIAL REVENUE/GRANTS ROLLFORWARD
FISCAL YEAR ENDING June 30, 2019

	Available Balance 06/30/18	Encumbrance	Inter govt	Interest	Depart- mental	Total Available	Personal Services	Other Expenses	Total Expenditures	OFU	Encumbrance	Total OFS/OFU	Available Balance 06/30/19
FUND/TITLE													
PREMIUM ON BOND ISSUE	21,925	-	-	-	116,414	138,339	-	116,973	116,973	-	-	-	21,366
CANINE LOCKUP	140	-	-	-	3,279	3,419	-	2,907	2,907	-	-	-	512
COMMUNITY COMPACT	-	-	30,400	-	-	30,400	-	30,400	30,400	-	-	-	-
VETERAN'S SERVICES GIFTS	2,860	-	-	-	1,900	4,760	-	-	-	-	-	-	4,760
GIFT - FIREWORKS	28,303	-	-	-	524	28,827	-	-	-	-	-	-	28,827
SHED CONTRIBUTIONS	7,264	-	-	-	-	7,264	-	-	-	-	-	-	7,264
OLD TOWN HALL RESTORATION	427	-	-	-	-	427	-	-	-	-	-	-	427
TOWN GIFT & DONATIONS	5,134	-	-	-	-	5,134	-	344	344	-	-	-	4,790
CONSERVATION GIFT	639	-	-	-	144	783	-	452	452	-	-	-	332
CONSERVATION TRAIL ACCOUNT	338	-	-	-	-	338	-	-	-	-	-	-	338
DCS-GIFT	31,887	-	-	-	20,475	52,362	-	5,447	5,447	-	-	-	46,914
YOUTH SERVICES GIFTS/CONTRIBUTIONS	31,286	-	-	-	1,269	32,556	-	-	-	-	-	-	32,556
COA SENIOR CONNECTIONS	51,958	-	-	-	66,222	118,179	3,345	7,404	10,750	-	70	70	107,359
COA SCHOLARSHIPS	3,649	-	-	-	-	3,649	-	-	-	-	-	-	3,649
LIBRARY GIFTS & DONATIONS	24,169	2,000	-	-	8,245	34,414	-	3,533	3,533	-	-	-	30,880
HOME FOR THE AGED GIFT	17,854	-	-	-	236	18,090	-	-	-	-	-	-	18,090
DPW ADMIN GIFT	7,346	-	-	-	-	7,346	-	-	-	-	-	-	7,346
CHOLESTEROL SCREENING	813	-	-	-	-	813	-	75	75	-	-	-	738
POLICE GIFTS AND DONATIONS	16,439	-	-	-	5,000	21,439	-	5,744	5,744	-	-	-	15,695
LOWELL ST./SHAWSEEN TRAFFIC MITIGATION	5,000	-	-	-	-	5,000	-	-	-	-	-	-	5,000
SHINGLES PREV VACCINATION	10,133	-	-	-	-	10,133	-	5,511	5,511	-	-	-	4,622
GIFTS FIRE DEPARTMENT	124,386	-	-	-	13,370	137,756	-	66,356	66,356	-	4,140	4,140	67,260
TH DONATIONS	49	-	-	-	-	49	-	-	-	-	-	-	49
YOUTH FOUNDATION GIFT	28,509	-	-	-	30,000	58,509	-	30,000	30,000	-	-	-	28,509
CH44 SEC 53G PEER REVIEWS	(33,952)	132,771	-	-	170,236	269,056	-	127,523	127,523	-	186,228	186,228	(44,695)
CH44 SEC 53G PEER ZONE	90	-	-	-	100	190	-	-	-	-	-	-	190
CH44 SEC 53G PEER PLANNING	(3,100)	3,469	-	-	42,400	42,769	-	35,540	35,540	-	9,829	9,829	(2,600)
CH44 SEC53 DPW DETAIL	3,511	-	-	-	-	3,511	-	-	-	-	-	-	3,511
TIMOTHY HORNE - GIFT AYS	102,373	-	-	1,213	-	103,586	-	15,911	15,911	-	-	-	87,675
MAIN ST UPKEEP GIFT	51,306	-	-	581	-	51,888	-	-	-	-	-	-	51,888
SOUTH STREET SOLAR - NHESP	10,565	-	-	-	123	10,688	-	-	-	-	-	-	10,688
PERFORMANCE GUARANTEE	19,032	-	-	-	-	19,032	-	-	-	-	-	-	19,032
ELECTION OT GRANT	21,513	-	-	-	8,761	30,274	-	-	-	-	-	-	30,274
LOCK BOX DONATIONS	674	-	-	-	-	674	-	-	-	-	-	-	674
PLANNING BOARD COND OF PERMITS	37,000	-	-	-	-	37,000	-	-	-	-	-	-	37,000
PLANNING GIFTS & DONATIONS	576	-	-	-	147	724	-	-	-	-	-	-	724
ELDERLY FOOT CARE	1,410	-	-	-	16,295	17,705	-	11,760	11,760	-	-	-	5,945
A19 18 ELDER SERVICES PROGRAMS	12,000	-	-	-	-	12,000	4,556	7,444	12,000	-	-	-	-
WELLNESS WEDNESDAYS	312	-	-	-	7,650	7,962	-	3,250	3,250	-	-	-	4,712
NATL DEVELOPMENT SPECIAL PERMT - LDNSCP	5,000	-	-	-	-	5,000	-	-	-	-	-	-	5,000
NATL DEVELOPMENT SPECIAL PERMT - WSTEWTR	5,000	-	-	-	-	5,000	-	-	-	-	-	-	5,000
TNC SURCHARGE - RRFA	8,516	-	-	-	11,680	20,196	-	-	-	-	-	-	20,196
GAS EVENT CLAIMS	-	-	-	-	2,305,071	2,305,071	580,188	1,126,667	1,706,855	-	21,563	21,563	576,653
GAS EVENT PAVING RESTORATION	-	-	-	-	14,565,000	14,565,000	-	-	-	-	-	-	14,565,000
GAS EVENT PUBL FACILITIES PARKS	-	-	-	-	2,400,000	2,400,000	-	-	-	-	-	-	2,400,000
MUNI VULNERABILITY PREPAREDNESS GRANT	-	-	29,000	-	-	29,000	-	-	-	-	25,375	25,375	3,625
MUNICIPAL DISCRETIONARY FUND	-	-	-	-	20,000	20,000	-	6,200	6,200	-	1,377	1,377	12,423
CSH 141 ELM ST CONDITION 42	-	-	-	-	5,000	5,000	-	-	-	-	-	-	5,000
MIA FLEX GRANT	-	-	-	-	8,000	8,000	-	7,970	7,970	-	-	-	30
FY19 ESSEX COMM FOUNDATION GRANT	-	-	-	-	30,000	30,000	-	-	-	-	-	-	30,000
OTHER SPECIAL REVENUE FUNDS	662,336	138,240	59,400	1,794	19,857,541	20,719,311	588,089	1,617,412	2,205,501	-	248,582	248,582	18,265,229
FOOD SERVICES	189,309	-	443,809	-	2,208,554	2,841,672	1,126,390	1,531,003	2,657,393	-	-	-	184,278
OTHER SPECIAL REVENUE FUNDS SCHOOL LUNCH	189,309	-	443,809	-	2,208,554	2,841,672	1,126,390	1,531,003	2,657,393	-	-	-	184,278
STUDENT ACTIVITY MGL 71/47	563,900	-	-	-	1,570,755	2,134,654	-	1,546,818	1,546,818	-	-	-	587,837
MEALS TAX CAFETERIA	(308)	-	-	-	5,745	5,437	-	5,745	5,745	-	-	-	(308)
POLICE OFF DUTY	(219,737)	-	-	-	1,948,005	1,728,268	1,919,660	-	1,919,660	-	-	-	(191,392)
FIRE OFF DUTY	(6,741)	-	-	-	147,386	140,645	154,032	180	154,212	-	-	-	(13,568)
FIREARMS PERMITS	(2,083)	6,000	-	-	23,088	27,004	-	21,200	21,200	-	-	-	5,804
AMBULANCE AGENCY ACCOUNTS	14	-	-	-	44,646	44,660	-	44,646	44,646	-	-	-	14
MEALS TAX ELDER SERVICES	360	-	-	-	3,296	3,656	-	3,427	3,427	-	-	-	229
SCRPT WORKERS	-	-	-	-	201,228	201,228	212,300	-	212,300	-	-	-	(11,072)
XTRA DUTY DETAIL	-	-	-	-	3,695	3,695	-	3,695	3,695	-	-	-	-
AGENCY ACCOUNTS	335,404	6,000	-	-	3,947,843	4,289,247	2,285,992	1,625,711	3,911,703	-	-	-	377,544
GRAND TOTAL	6,062,290	715,150	6,493,005	31,736	32,995,158	46,297,339	10,240,137	9,862,570	20,102,707	443,520	1,522,634	1,966,154	24,228,478

Town of Andover Capital Projects Fund Fiscal 2019									
	Fiscal 2019								
DESCRIPTION	07/01/18 Balance	ENCUMB	LTBOND PROCEEDS	OFU(S)	TOTAL AVAILABLE	TOTAL EXP	OFU	ENCUMB	06/30/19 Balance
ART 17 06 SCHOOL ROOF REPLACEMENTS	9,304	-	-	-	9,304	-	-	-	9,304
ART 15 07 SCHOOL ROOF REPLACE	1,320	-	-	-	1,320	-	-	-	-
ART 27, 08 SCHOOL BLDG MAINT/RENOV	47,202	-	-	-	47,202	-	-	-	47,202
ART 56 09 SCHOOL BLDG MAINT/REPAIR	3,773	-	-	-	3,773	2,803	-	-	970
ART 25 12 SCHOOL BLDG/MAINT RENOV	4,935	-	-	-	4,935	4,935	-	-	-
ART 38 12 WEST MIDDLE SCHOOL REPAIR	6,759	-	-	-	6,759	-	-	-	6,759
ART 32 13 AHS TENNIS COURTS	6,000	-	-	-	6,000	-	-	-	6,000
ART 18, 13 DOHERTY MIDDLE SITE IMPROVEMENTS	50,614	-	-	-	50,614	-	-	50,614	-
ART 36, 13 SCHOOL BLDG MAINT & IMPROVE	709	-	-	-	709	709	-	-	(0)
ART 38, 13 WEST MIDDLE SCHOOL HEATING	11,900	-	-	-	11,900	11,900	-	-	-
B39 15 SCHOOL BLDG MAINT AND RENOVATION	38,622	52,420	-	-	91,042	90,420	-	-	622
ART 40, 15 SCH SITE IMPROVEMENTS - WEST ELEM	-	-	-	-	-	-	-	319,000	(319,000)
AHS MEDIA CENTER RENOVATION (State Funds)	263	-	-	-	263	-	-	-	263
ART 29 16 COLLINS CTR FAÇADE REPLACEMENT	(22,425)	39,200	300,000	-	316,775	79,299	-	11,000	226,476
ART 34 16 SCHOOL BLDG MAINT AND IMPROVE	50,218	11,493	-	-	61,711	16,806	-	-	44,906
ART 47 17 MAJOR SCHOOL PROJECTS	(255,016)	216,707	370,000	-	331,691	323,294	-	-	8,397
ART 36 18 MAJOR SCHOOL PROJECTS	-	-	722,000	-	722,000	613,068	-	38,725	70,207
STUDENT DEVICE REFRESH	200,000	-	-	-	200,000	53,633	-	-	146,367
ART 45 18 WEST ELEM SCH FEAS STUD	1,200,000	-	-	-	1,200,000	12,600	-	248,638	938,762
ART 55 19 AHS FEAS STDY COMMITTEE	-	-	-	160,000	160,000	-	-	-	160,000
TOTAL SCHOOL	1,354,178	319,820	1,392,000	160,000	3,225,999	1,210,787	-	667,977	1,347,235
BANCROFT REPLACEMENT									
ART 59 09 FEASIBILITY STUDY BANCROFT SCH	614	15,416	-	-	16,030	16,030	-	-	-
STM 3 10 BANCROFT SCHOOL REPLACE	(0)	3,380	-	1,239,504	1,242,884	4,464	-	-	1,238,420
TOTAL BANCROFT	614	18,796	-	1,239,504	1,258,914	20,495	-	-	1,238,420
B3 12 STM YOUTH CENTER	454	-	-	-	454	-	-	-	454
A2 13 STM YOUTH CTR-WOOD TRUST	12,902	-	-	231	13,132	-	-	-	13,132
TOTAL YOUTH CENTER	13,356	-	-	231	13,587	-	-	-	13,587
ART 5 2007 2008 CIP (Effective 07/01/2007)	1,016	-	-	-	1,016	-	-	-	1,016
ART 8 2008 2009 CIP (Effective 07/01/2008)	15,974	10,000	-	-	25,974	8,316	-	23,732	(6,074)
ART 5 2009 2010 CIP (Effective 07/01/2009)	1,269	-	-	-	1,269	1,160	-	-	110
ART 5 2010 2011 CIP (Effective 07/01/2010)	22,569	-	-	-	22,569	17,625	-	1,400	3,544
ART 5 2011 2012 CIP (Effective 07/01/2011)	13,316	-	-	-	13,316	42	-	-	13,274
ART 5 2012 2013 CIP (Effective 07/01/2012)	53,036	61,985	-	-	115,021	18,357	-	63,180	33,484
ART 5 2013 2014 CIP (Effective 07/01/2013)	12,725	2,095	-	-	14,820	4,285	-	7,888	2,647
ART 5 2014 2015 CIP (Effective 07/01/2014)	137,819	37,986	-	-	175,806	27,983	-	10,092	137,731
ART 5 2015 2016 CIP (Effective 07/01/2015)	105,728	43,219	-	-	148,946	55,053	-	8,344	85,549
ART 5 2016 2017 CIP (Effective 07/01/2016)	389,175	118,534	-	-	507,709	334,592	-	33,239	139,879
ART 5 2017 2018 CIP (Effective 07/01/2017)	1,820,287	280,940	-	-	2,101,227	1,602,980	-	170,856	327,390
ART 5 2018 2019 CIP (Effective 07/01/2018)	-	-	-	3,265,077	3,265,077	1,353,536	-	588,104	1,323,438
TOTAL CIP	2,572,914	554,759	-	3,265,077	6,392,750	3,423,929	-	906,835	2,061,986
ART 25 04 SEWER METER	23,040	-	-	-	23,040	-	-	-	23,040
ART 41 07 KIRKLAND ST SEWER (BETTERMENTS)	39,703	-	-	-	39,703	39,703	-	-	-
ART 64 07 SHAWSHEEN PUMP STATION	302,218	-	-	-	302,218	-	-	-	302,218
ART 33 08 SHAWSHEEN RIVER OUTFALL SEWER	325,692	-	-	-	325,692	91,083	-	45,917	188,692
ART 32 10 SEWER MAIN CONST & RECONST	158,455	-	-	-	158,455	-	-	-	158,455
ART 46 10 SEWER LINE EXT LINCOLN ST	56,540	-	-	-	56,540	56,540	-	-	-
ART 37 12 SEWER MAINTENANCE VEHICLE	2,567	-	-	-	2,567	-	-	-	2,567
ART 44 13 SEWER VEHICLES	20,139	-	-	-	20,139	20,139	-	-	-
A60 14 SEWER MASTER PLAN STUDY	224	-	-	-	224	-	-	-	224
ART 32 17 MINOR SEWER COLL IMPROV	50,000	-	-	-	50,000	-	-	-	50,000
ART 37 17 SEWER I&I REDUCTION	178,000	16,316	-	-	194,316	11,895	-	4,421	178,000
ART 28 18 MINOR SEWER COLL IMPROV	50,000	-	-	-	50,000	-	-	-	50,000
ART 29 18 SEWER I&I REDUCTION	100,000	-	-	-	100,000	-	-	-	100,000
ART 30 19 SEWER I&I REDUCTION	-	-	-	96,243	96,243	-	-	-	96,243
TOTAL SEWER	1,306,577	16,316	-	96,243	1,419,136	219,360	-	50,338	1,149,438
ART 32-2 00 CONSERV MAINT/IMP	33	-	-	-	33	33	-	-	-
ART 12 01 LAND ACQ LOWELL JCT ROAD	(11,118)	-	-	-	(11,118)	-	-	-	(11,118)
ART 23 02 CONSERVATION FUND	15,271	-	-	-	15,271	-	-	-	15,271
A74 17 STREAMGAUGING SYSTEM	60,000	7,500	-	-	67,500	15,000	-	3,750	48,750
ART 55 14 OPEN SPACE MANAGEMENT	885	-	-	-	885	-	-	-	885
TOTAL CONSERVATION	65,070	7,500	-	-	72,570	15,033	-	3,750	53,787
ART 44 99 LANDFILL CLOSURE	9,145	-	-	-	9,145	-	-	-	9,145
ART 43 06 LANDFILL CAP LEDGE ROAD	5,964	-	-	-	5,964	-	-	-	5,964
ART 25 16 LEDGE ROAD LANDFILL STABILIZATION	2,241,515	50,745	-	-	2,292,260	178,619	-	139,812	1,973,829
TOTAL LAND FILL STUDY	2,256,624	50,745	-	-	2,307,369	178,619	-	139,812	1,988,938

Town of Andover Capital Projects Fund Fiscal 2019									
		Fiscal 2019							
DESCRIPTION	07/01/18 Balance	ENCUMB	LTBOND PROCEEDS	OFU(S)	TOTAL AVAILABLE	TOTAL EXP	OFU	ENCUMB	06/30/19 Balance
ART 48 02 MAIN ST IMPROVEMENTS	2,333	-	-	-	2,333	-	-	-	2,333
A25 14 BALLARD FS LAND PURCHS	199,150	-	-	-	199,150	199,150	-	-	-
ARTT 26 14 BALLARDVALE ADDITION	95,967	39,600	-	-	135,567	135,567	-	-	-
A21 14 GIS DATA UPDATE	30,000	-	-	-	30,000	-	-	-	30,000
ART 48 17 PARKING STUDY IMPLEMENTATION	5,080	117,920	-	-	123,000	-	-	117,920	5,080
ART 49 17 REC PK/POMPS SECURITY	21,938	-	-	-	21,938	-	-	-	21,938
ART 51 17 REDUNDANT FIBER	300,000	-	-	-	300,000	-	-	-	300,000
ART 38 18 PARKING STUDY IMPLEMENTATION	75,000	-	-	-	75,000	-	-	-	75,000
ART 39 18 DOWNTOWN IMPROVEMENTS	100,000	-	-	-	100,000	47,000	-	3,000	50,000
ART 41 17 PUB WORKS LARGE VEHICLES	(302,109)	226,575	450,000	-	374,466	300,001	-	-	74,465
TOTAL OTHER	527,359	384,095	450,000	-	1,361,454	681,718	-	120,920	558,816
ART 27 96 REPAINT WATER	37,863	-	-	-	37,863	-	-	-	37,863
ART 30 00 WATER MAIN DISTRIBUTION	3,308	-	-	-	3,308	-	-	-	3,308
ART 18 03 WATER STORAGE TANK REHAB	-	1,919	-	-	1,919	1,919	-	-	-
ART 20 03 WATER PLANT IMPROVEMENTS	85,981	174	-	-	86,155	6,279	-	79,876	-
ART 25 04 WATER METERS	317	-	-	-	317	-	-	-	317
ART 32 06 WATER METERS	129,006	4,310	-	-	133,316	37,322	-	9,987	86,006
ART 47 07 WATER PLANT PUMPS	2,398	-	-	-	2,398	-	-	-	2,398
ART 30 09 WATER SUPPLY IMPROVEMENTS	-	3,665	-	-	3,665	3,665	-	-	-
ART 65 09 WATER PLANT ROOF REPLACE	161,721	-	-	-	161,721	-	-	-	161,721
ART 34 10 WATER PLANT HVAC & EQUIP	33	76,930	-	-	76,963	44,921	-	32,009	33
ART 42 11 WATER MAIN CONST/RECONST	-	900	-	-	900	-	-	900	-
ART 44 11 VARIABLE SPEED UMP	-	15,326	-	-	15,326	15,293	-	33	-
ART 35 12 MAJOR WATER MAIN REPLACEMENT	0	80,777	-	-	80,778	-	-	77,787	2,990
ART 44 13 WATER VEHICLES	20,139	-	-	-	20,139	20,139	-	-	-
ART 45 13 WATER DIST FLUSHING PROGRAM	5,182	3,856	-	-	9,038	-	-	-	9,038
ART 42, 13 WATER DISTRIBUTION MAINT	90	-	-	-	90	-	-	-	90
ART 26, 13 HYDRANT INFRASTRUCTURE	61,888	-	-	-	61,888	53,319	-	8,569	-
A58 14 WATER/SEWER RATE STUDY	55,275	-	-	-	55,275	-	-	-	55,275
ART 56 WATER MAIN REPLACEMENT PROJECTS	473,113	79,292	-	-	552,404	159,837	-	139,014	253,553
ART 57 15 WATER PLANT GAC REPLACEMENT	-	40,007	-	-	40,007	-	-	40,007	-
ART 41 16 WATER MAIN REPLACEMENT	-	-	500,000	-	500,000	717,053	-	10,526	(227,580)
ART 44 16 WATER STORAGE TANK REPAIR	124,370	73,203	-	-	197,573	914	-	72,290	124,370
ART 41 16 WATER MAIN REPLACEMENT	500,000	-	-	-	500,000	273,503	-	226,497	-
ART 27 17 WATER MAIN PROJECT	(194,225)	422,675	1,500,000	-	1,728,450	1,743,800	-	684,726	(700,076)
ART 28 17 HYDRANT REPLACEMENT	100,000	-	-	-	100,000	-	-	-	100,000
ART 30 17 WTP ELECTRIC SUBS REPLACEMENT	-	186,826	200,000	-	386,826	60,550	-	126,276	200,000
ART 31 17 BANCROFT HIGH LIFT PUMPS	(250,000)	693,209	90,000	160,000	693,209	593,802	-	99,408	-
ART 38 17 WTP HEATING SYSTEM	100,000	-	100,000	-	200,000	-	-	-	200,000
ART 26 18 HYDRANT REPLACEMENT PROG	100,000	-	-	-	100,000	-	-	-	100,000
ART 31 19 HYDRANT REPLACEMENT PROG	-	-	-	100,000	100,000	-	-	-	100,000
ART 32 19 WTP PARKING AREA RECONSTRUCTION	-	-	-	110,000	110,000	-	-	-	110,000
ART 33 19 WTP GAC REPLACEMENT	-	-	-	450,000	450,000	-	-	-	450,000
RESERVE FOR PREM - WATER									
TOTAL WATER	1,516,458	1,683,069	2,390,000	820,000	6,409,527	3,732,315	-	1,607,905	1,069,307
ART 26 17 WATER & SEWER VEHICLES	100,000	-	-	-	100,000	65,801	-	-	34,199
ART 29 17 ENMORE ST RECONSTRUCTION	349,810	181,328	300,000	-	831,138	108,871	-	90,675	631,592
ART 24 18 WATER & SEWER VEHICLES	195,000	-	-	-	195,000	-	-	-	195,000
ART 28 19 WATER & SEWER VEHICLES	-	-	-	225,000	225,000	-	-	-	225,000
TOTAL WATER/SEWER	644,810	181,328	300,000	225,000	1,351,138	174,671	-	90,675	1,085,791
ART 32 04 SENIOR CTR PLANS	1,716	-	-	-	1,716	-	-	-	1,716
ART 27 07 TOWN BLDG RENOVATION	0.03	-	-	-	0.03	-	-	-	0.03
ART 49 08 PARKS & GROUNDS BUILDING	-	123,042	-	-	123,042	123,029	-	13	-
ART 36 08 FIRE DPW VEHICLES	974	-	-	-	974	-	-	-	974
ART 34 09 B'VALLE FIRE REPLACMENT	65,545	-	-	-	65,545	65,283	-	-	262
ART 55 09 TOWN BLDG MAINT/IMPROVE	5,882	-	-	-	5,882	-	-	-	5,882
ART 42 10 TOWN BLDG MAINTENANCE	1,500	-	-	-	1,500	-	-	-	1,500
ART 34 11 TOWN BUILDING MAINTENANCE	861	-	-	-	861	-	-	-	861
ART 18 11 MUNICIPAL SERVICE FACILITY	1,683	-	-	-	1,683	-	-	-	1,683
ART 38 11 SPRING GROVE MAINT	12,000	1,875	-	6,000	19,875	-	-	-	19,875
ART 22 12 TECH INFRASTRUCTURE	25,061	886	-	-	25,947	1,168	-	886	23,894
ART 37 13 ANNUAL COMPUTER REPLACEMENT	65,768	-	-	-	65,768	65,768	-	-	-
ART 45 13 PAY AND DISPLAY	18,493	-	-	-	18,493	-	-	-	18,493
B39 14 TOWN & SCHOOL ENERGY	4,723	112	-	-	4,835	4,723	-	-	112
B43 14 BUILD & FACILITY MAINT	103,304	2,890	-	-	106,194	2,121	-	-	104,073
B52 14 SCHOOL BLDG MAINT/RENOV	15,057	1,172	-	-	16,229	15,057	-	-	1,172
B38 15 SAFETY & SECURITY COMM UPGRADES	346,686	20,000	-	-	366,686	94,510	-	98,521	173,655
B46 15 TOWN BLDG AND FACILITY MAINT	53,365	73,306	-	-	126,671	126,671	-	-	-
ART 31 15 TWN & SCHOOL ENERGY INITIATIVES (FC)	167,255	35,539	-	-	202,793	35,539	-	85,875	81,380
ART 38 16 TOWN & SCHOOL ENERGY INITIATIVES (FC)	133,757	68,079	-	-	201,836	141,282	-	16,541	44,014
ART 35 16 1:1 LEARNING INITIATIVE (Free Cash)	20,176	-	-	-	20,176	20,176	-	-	-
ART 28 16 TOWN BLDG AND FACILITY MAINTENANCE	12,508	101,323	-	-	113,831	113,683	-	-	148
ART 57 16 MEMORIAL PLAYSTEAD	1	-	-	-	1	-	-	-	1
ART 32 16 MUNI SVCS FACILITY DESIGN	1,000	-	-	-	1,000	-	-	-	1,000
ART 55 16 DEYERMOND FIELD LIGHTS (Free Cash)	10	-	-	-	10	-	-	-	10
ART 33 17 MUNICIPAL SVCS FACILITY	(7,122,470)	5,948,617	8,000,000	-	6,826,147	6,329,018	-	580,029	(82,900)
ART 43 17 MAJOR TWN BLDG PROJECTS	70,931	43,975	-	-	114,906	62,275	-	45,700	6,931
ART 44 17 TOWN & SCHOOL ENERGY	104,484	94,555	-	-	199,038	191,830	-	51,671	(44,463)
ART 45 17 HP/WH SCHL AIR COND	(275,000)	733,088	275,000	-	733,088	727,414	-	5,674	-
ART 46 17 SAFETY & COMM UPGRADE	(87,657)	56,309	300,000	-	268,652	388	-	-	268,264
ART 52 17 BOS & SCH COMMITTEE ROOM UPGRADE	49,068	933	-	-	50,000	49,147	-	-	853
ART 53 17 BALLARDVALE FIRE DESIGN	300,000	-	-	-	300,000	-	300,000	-	-
ART 54 17 WH HP ACCESSIBILITY	-	347,008	-	-	347,008	332,624	-	14,384	-
ART 34 18 MAJOR TOWN BLDG PROJECTS	-	-	775,000	-	775,000	240,824	-	234,536	299,641
ART 35 18 TWN & SCHL ENERGY INITI	-	-	173,000	392,000	565,000	49,500	-	263,972	251,528
ART 41 18 CNTR AT PUNCHARD DESIGN	-	-	-	160,000	160,000	157,500	-	-	2,500
ART 46 18 IT PLATFORM & INFRASTRUCTURE	-	-	350,000	-	350,000	161,198	-	-	188,802
ART 1 19STM BALLARDVALE FS LAND AND CONSTR	-	-	-	1,700,000	1,700,000	560,306	-	289,600	850,094
ART 24 19 SENIOR CTR DES SV/CONST	-	-	-	2,700,000	2,700,000	-	-	-	2,700,000
TOTAL MUNI BUILDING	(5,903,323)	7,652,708	9,873,000	4,958,000	16,580,385	9,671,032	300,000	1,687,402	4,921,951

Town of Andover Capital Projects Fund Fiscal 2019									
	Fiscal 2019								
DESCRIPTION	07/01/18 Balance	ENCUMB	LTBOND PROCEEDS	OFU(S)	TOTAL AVAILABLE	TOTAL EXP	OFU	ENCUMB	06/30/19 Balance
ART 88 99 IMPROVE ESSEX/PEARSON	3,500	-	-	-	3,500	-	-	-	3,500
ART 66 00 SIDEWALK RESTORATION	6,988	-	-	-	6,988	-	-	-	6,988
ART 70 00 SIDEWALK CHESTNUT ST	71,175	-	-	-	71,175	-	-	-	71,175
ART 28 01 ACQ SMITHSHIRE EST	56,946	-	-	-	56,946	-	-	-	56,946
ART 44-2 02 GIS	29,904	-	-	-	29,904	-	-	-	29,904
ART 33 05 MORaine ST	6,153	-	-	-	6,153	-	-	-	6,153
ART 38 07 ACQUIRE GRANLI DRIVE	1,654	-	-	-	1,654	-	-	-	1,654
ART 39 07 PEDESTRIAN FOOT BRIDGE	15,000	-	-	-	15,000	-	-	-	15,000
ART 52 07 BRIDGE REPAIRS	24,144	-	-	-	24,144	-	-	-	24,144
ART 32 08 BRIDGE REPAIRS	247,047	-	-	-	247,047	-	-	-	247,047
ART 52 10 REPAIRS TO PUBLIC WAYS	15,634	-	-	-	15,634	-	-	-	15,634
ART 24 11 TOWN BRIDGE EVAL/REPAIR	81,798	-	-	-	81,798	-	-	-	81,798
ART 25 11 PEARSON ST PARKING LOT	2,253	-	-	-	2,253	-	-	-	2,253
ART 42 12 HIGHPLAIN@FISHBROOK	183,466	-	-	-	183,466	-	-	-	183,466
B20 14 HOLT RD SIDEWALK CONSTR	9,977	-	-	-	9,977	-	-	-	9,977
B22 14 HYDRANT MAINTENANCE	500,000	-	-	-	500,000	439,601	-	60,399	-
ART 44 MINOR STORM DRAIN IMPROVEMENTS	5,308	-	-	-	5,308	-	-	-	5,308
ART 45 SIDEWALK CONSTRUCTION - WOBURN	1,203	-	-	-	1,203	-	-	-	1,203
ART 62 SIDEWALK CONSTRUCTION - RIVER ST	134	6,593	-	-	6,728	6,727	-	-	1
ART 60 15 FINISH CHARLES CIRCLE	17,824	-	-	-	17,824	-	-	-	17,824
ART 48 18 MINOR STRM DRAIN IMPROV	-	-	-	-	-	-	-	50,000	(50,000)
TOTAL ROAD/STORM DRAIN	1,280,110	6,593	-	-	1,286,703	446,328	-	110,399	729,976
ART 47 99 PUB SAF ANTENNAS	3,921	-	-	-	3,921	-	-	-	3,921
ART 42 17 FIRE-REPLACE AMBULANCE	(266,464)	-	270,000	-	3,536	-	-	-	3,536
ART 33 18 LADDER TRUCK REPLACEMENT	-	-	1,100,000	-	1,100,000	1,090,197	-	3,079	6,724
ART 43 19 PARKING VEH REPLACEMENT	-	-	-	40,000	40,000	-	-	-	40,000
STM 2 19 AED PLAYING FIELDS	-	-	-	50,000	50,000	-	-	-	50,000
TOTAL PUBLIC SAFETY	(262,544)	-	1,370,000	90,000	1,197,456	1,090,197	-	3,079	104,180
GRAND TOTAL	5,372,204	10,875,729	15,775,000	10,854,054	42,876,987	20,864,484	300,000	5,389,092	16,323,412

TOWN OF ANDOVER						
TRUST-CEMETERY -SPECIAL FUNDS						
IN CUSTODY OF TOWN TREASURER						
YEAR ENDING JUNE 30, 2019						
		BALANCE			BALANCE	
	FUND	June 30, 2018	DEPOSITS	INCOME	DRAWN	June 30, 2019
STABILIZATION	6,322,538	100,000	76,274	-		6,498,812
OPEB ART 21, 2010	9,953,081	1,818,948	720,255	-		12,492,284
ESTATE S.P. WHITE	16,900	-	422	-		17,322
POLICE DRUG ACCOUNT	33,508	-	54	12,575		20,986
TOWN 400TH CELEBRATION	11,088	-	134	-		11,222
SENIOR CENTER PROGRAMS	704,531	-	8,407	700,000		12,938
STABILIZATIONFUND - BOND PREM	1,190,090	-	13,906	100,000		1,103,995
J. GREELEY	7,627	-	92	-		7,719
MARGARET G. TOWLE	345,826	-	-	-		345,826
MARGARET G. TOWLE	59,728	2,576	4,836	12,583		54,557
JOHN CORNELL	58,745	-	710	1,800		57,656
DAVID & LUCY SHAW	59,393	-	715	-		60,109
W.L. RAYMOND	67,252	-	810	-		68,062
A.J. LINCOLN	24,786	-	620	-		25,406
E.I. RAYMOND	3,643	-	44	-		3,687
TAYLOR	2,576	-	31	-		2,607
SPRING GROVE	1,197,178	48,550	21,866	6,000		1,261,594
SPRING GROVE FLOWERS	29,544	-	352	1,475		28,421
EMILINE LINCOLN	2,481	-	30	-		2,511
EMMA J. LINCOLN	1,359	-	16	-		1,375
CONSERVATION FUND	76,163	-	919	-		77,082
SMART	19,162	-	231	15		19,378
FARRINGTON	2,259	-	27	15		2,271
BALLARDVALE	1,472	-	18	25		1,465
ALLEN	154	-	2	15		140
EMS BELL LIBRARY TRUST	58,072	-	700	4,325		54,447
ELDERLY TAXATION FUND	23,864	712	-	-		24,577
MUNICIPAL AFFORDABLE HOUSING	197,044	-	11,220	-		208,264
POLICE FEDERAL DRUG ACCT	26,036	10,997	63	-		37,096
DRAPER	21,355	-	257	-		21,613
RICHARDSON	1,889	-	24	-		1,913
A & AV LINCOLN	1,409	-	17	-		1,426
RAFTON (INTEREST)	8,181	290	97	-		8,568
RAFTON (PRINCIPAL)	599	-	-	-		599
CONROY	2,170	-	26	-		2,196
AMERICAN LEGION	1,600	-	19	-		1,619
CHRIS MAYNARD BOOKS	5,172	-	62	-		5,234
HOLT	973	-	12	-		985
	20,539,447	1,982,073	863,267	838,828		22,545,960
INTERNAL SERVICE FUNDS						
INSURANCE	67,113	51,073	1,749	4,943		114,992
UNEMPLOYMENT COMPENSATION	357,190	8,883	8,490	-		374,563
WORKERS COMPENSATION	192,200	80,841	-	75,477		197,563
TOWN INSURANCE HEALTH	3,097,429	28,875,957	38,118	25,714,053		6,297,452
TOTAL INTERNAL SERVICE FUNDS	3,713,932	29,016,753	48,357	25,794,473		6,984,570
GRAND TOTAL ALL TRUST FUNDS	24,253,379	30,998,827	911,625	26,633,301		29,530,530

TOWN OF ANDOVER, MASSACHUSETTS							
ANALYSIS OF BONDS AUTHORIZED AND OUTSTANDING							
ACTIVITY FOR FY2019							
ARTICLE	PROJECT NAME	AUTHORIZATION JULY 1, 2018	NEW AUTHORIZATION	BONDING	PAID DOWN	RESCIND	AUTHORIZATION JUNE 30, 2019
	SEWER ENTERPRISE						
ART 64 2007	SHAWSHEEN PUMPING STATION	350,000					350,000
ART 33 2008	SHAWSHEEN RIVER OUTFALL SEWER	2,200,000					2,200,000
		2,550,000	-	-	-	-	2,550,000
	WATER ENTERPRISE						
ART 36 2012	WATER PLANT BACKWASH TANK	300,000					300,000
ART 41 2016	WATER MAIN REPLACEMENT PROJECTS	1,000,000		500,000			500,000
ART 27 2017	WATER MAIN REPLACEMENTS	2,500,000		1,500,000			1,000,000
ART 30 2017	WATER TREAT PLANT ELECTRIC SUBS REPLAC	200,000		200,000			-
ART 38 2017	WATER TREAT PLANT HEATING SYSTEM	200,000		100,000			100,000
ART 25 2018	WATER MAIN REPLACEMENT PROJECTS	3,000,000					3,000,000
ART 27 2018	WATER TREAT PLANT ELECTRIC SUBS REPLAC	5,000,000					5,000,000
ART 30 2018	DALE STREET PUMPING STATION REPLACE	360,000					360,000
ART 29 2019	WATER MAIN REPLACEMENTS	-	4,000,000				4,000,000
ART 2 2019	WATER MAIN REPLACEMENTS	-	2,000,000				2,000,000
		12,560,000	6,000,000	2,300,000	-	-	16,260,000
TOTAL ENTERPRISE FUNDS		15,110,000	6,000,000	2,300,000	-	-	18,810,000
	GENERAL GOVERNMENT						
ART 31 2008	LANDFILL CLOSURE	6,695,000					6,695,000
		6,695,000	-	-	-	-	6,695,000
	SCHOOL						
ART 3A 2010	BANCROFT SCHOOL PROJECT	172,353				172,353	-
ART 40 2015	SCHOOL SITE IMP - WEST ELEMENTARY	319,000					319,000
ART 45 2017	HIGH PLAIN/WOODHILL AIR CONDITIONING	275,000		275,000			-
ART 47 2017	MAJOR SCHOOL PROJECTS	370,000		370,000			-
ART 36 2018	MAJOR SCHOOL PROJECTS	722,000		722,000			-
		1,858,353	-	1,367,000	-	172,353	319,000
	ROAD AND DRAINAGE						
ART 29 2017	ENMORE STREET RECONSTRUCTION	655,000		300,000			355,000
ART 48 2018	MINOR STORM DRAIN IMPROVEMENTS	300,000					300,000
		955,000	-	300,000	-	-	655,000
	CONSERVATION AND LAND ACQUISITION						
ART 12 2001	LAND ACQUISITION LOWELL JCT RD	800,000					800,000
ART 23 2002	CONSERVATION FUND	400,000					400,000
		1,200,000	-	-	-	-	1,200,000
	TECHNOLOGY						
ART 40 2014	TECHNOLOGY HARDWARE & SOFTWARE	200,000					200,000
ART 46 2017	SAFETY & COMMUNICATION UPGRADE PHASE 2	300,000		300,000			-
ART 46 2018	INFO TECHNOLOGY PLATFORM & INFRASTRUCT	350,000			350,000		-
ART 39 2019	PUBLIC SAFETY MICROWAVE COMMUNICATION SY	-	300,000				300,000
		850,000	300,000	300,000	350,000	-	500,000
	TOWN BUILDINGS						
ART 29 2016	COLLINS CENTER FAÇADE REPLACEMENT	300,000		300,000			-
ART 33 2017	MUNICIPAL SERVICES FACILITY	8,500,000		8,000,000			500,000
ART 43 2017	MAJOR TOWN BUILDINGS PROJECTS	-					-
ART 44 2017	TOWN & SCHOOL ENERGY INITIATIVES	120,000					120,000
ART 34 2018	MAJOR TOWN BUILDINGS PROJECTS	775,000		775,000			-
ART 35 2018	TOWN & SCHOOL ENERGY INITIATIVES	565,000		173,000	392,000		-
ART 41 2018	CENTER AT PUNCHARD DESIGN SERVICES	160,000			160,000		-
ART 1 2019	BALLARDVALE FIRE STATION	-	7,000,000				7,000,000
ART 24 2019	CENTER AT PUNCHARD DESIGN/CONSTRUCTION	-	2,500,000				2,500,000
ART 36 2019	MAJOR TOWN BUILDINGS PROJECTS	-	650,000				650,000
ART 37 2019	TOWN & SCHOOL ENERGY INITIATIVES	-	420,000				420,000
ART 38 2019	MAJOR SCHOOL BUILDINGS PROJECTS	-	920,000				920,000
		10,420,000	11,490,000	9,248,000	552,000	-	12,110,000
	MISCELLANEOUS						
ART 31 2017	BANCROFT HIGH LIFT PUMPS	250,000		90,000	160,000		-
ART 41 2017	PUBLIC WORKS VEHICLES - LARGE	450,000		450,000			-
ART 42 2017	FIRE APPARATUS REPLACEMENT - AMB 2	270,000		270,000			-
ART 32 2018	PUBLIC WORKS VEHICLES - LARGE	555,000					555,000
ART 33 2018	FIRE APPARATUS REPLACEMENT - LADDER	1,100,000		1,100,000			-
ART 34 2019	PUBLIC WORKS VEHICLES - LARGE	-	380,000				380,000
ART 35 2019	FIRE APPARATUS REPLACEMENTS	-	360,000				360,000
ART 40 2019	TOWN BRIDGE EVALUATION & MAINTENANCE	-	500,000				500,000
ART 41 2019	PARKING AND HARDSCAPE IMPROVEMENTS	-	400,000				400,000
		2,625,000	1,640,000	1,910,000	160,000	-	2,195,000
TOTAL GENERAL GOVERNMENT		24,603,353	13,430,000	13,125,000	1,062,000	172,353	23,674,000
GRAND TOTAL		39,713,353	19,430,000	15,425,000	1,062,000	172,353	42,484,000

SECTION VIII
MODERATOR'S TOWN MEETING COMMENTS

To: *The Citizens of Andover*

From: *Sheila Doherty, Town Moderator*

Many of our citizens each year are new or recent transfers into our town from areas where the legislative body of the community is not governed by the Open Town Meeting. With this in mind, I feel that the following general information and guidelines will help meeting members as they deliberate the town meeting warrant.

INTRODUCTION TO TOWN MEETING

The Town Meeting is a distinctly New England institution. It traces its origins in the New World to the Mayflower Compact and has evolved from the parish meetings dating from the time when all inhabitants of the town were also members of the parish.

Each early parish meeting had a Moderator - a person chosen because of his knowledge, fairness and moderate temperament. His word and his decisions had a force and effect of law.

All Town Meetings in New England are alike - and no two are identical. Town Meeting is the legislative and principal policy making body for the Town of Andover. It convenes at least annually at the specific time, date and place designated by the Select Board.

The Annual Town Meeting considers and adopts operating budgets for town and schools for the coming fiscal year and makes many other decisions, which will affect the quality of life for the citizens of Andover. Capital projects, zoning changes, street acceptances, general bylaw changes, etc., all require votes of Town Meeting.

Any person registered to vote in Andover may participate and vote at Town Meeting.

THE WARRANT

The agenda of the meeting is the Warrant. It is the warning to all inhabitants of the articles which will be discussed and may be voted on at the meeting. Articles are included in the Warrant at the discretion of the Select Board and by citizen petition. The Select Board sets the order of the Warrant.

The final printed and published Warrant is given to the Moderator for discussion and action at the Meeting. No additional articles are permitted, and no changes are permitted which would materially change the content or intent of the article. The inhabitants would not have had proper warning. Articles are not taken out of order for the same reason.

THE DEBATE

Certain Rules observed by the Moderator flow from custom and tradition.

In order for an article to be considered, it must be moved and seconded. Proponents of the article are permitted to speak first.

1. Voters address the chair as Mr./Madam Moderator and when recognized, the voter should announce his/her name and address before proceeding to discuss a concern.
2. Any person having a monetary or equitable interest in any matter under discussion shall disclose the fact of that interest or employment before speaking.
3. Out of consideration to others, speakers should be brief, direct and concise. The Moderator will give everyone an opportunity to speak, but reserves the right to call for a vote to close debate if it is deemed that further discussion is no longer productive.
4. A motion from the floor to move the question can also close the debate. An affirmative vote on this motion closes debate and a vote on the main motion is taken. If the Moderator feels that the discussion has been cut too short, a decision may be made to continue the discussion until it is clear that the discussion is no longer productive.

AMENDMENTS

1. Only one amendment is permitted at a time. By custom, we do not allow amendments to amendments. This helps to keep the process simple and understandable for the meeting participants.
2. Amendments which would in effect kill an article are not permitted – a “no” vote will accomplish the same results.
3. Amendments, by custom, must be written in triplicate and presented to the Moderator. One copy goes to the Moderator to read to the meeting for action, another copy goes to the Town Clerk for the official record, and a third copy is kept by the person who requests the amendment. Triplicate copy forms are available from the Town Clerk or the Ombudsman (available at the meeting to assist participants with their amendments.)
4. After an amendment is seconded and discussed, the Moderator calls for a vote on the amendment only. Debate then continues on the original motion or other amendments. The final vote is taken on the original motion, as amended.

OTHER RULES

1. Motions to indefinitely postpone are not permitted. A proponent of an article should be given a fair hearing and leave the meeting with a decision.
2. Motions to reconsider are not permitted except in very rare instances where an error has occurred.
3. On matters of procedure, the Moderator’s decision is final. He/she may confer, however, with Town Counsel and request Town Counsel to explain any legal points to Town Meeting members.
4. Town meeting starts at 7:00 P.M. each night unless otherwise indicated. Traditionally, the Moderator will not start the discussion of an article after 10:15 P.M. unless, in the opinion of the Moderator, there is overwhelming sentiment and good reason to do so. Since the Town Meeting **must** be acted on *in toto*, some flexibility must be available for the final session.

Town Meeting Time, a handbook on the principles directing Town Meeting, is available to the public at most bookstores and also at the Memorial Hall Library. Traditions built up over many years guide the conduct of Andover’s Town Meeting, modifying the principles set forth in the handbook.

Above all, the responsibility of the Moderator is:

- ♦ to keep the meeting orderly and moving;
- ♦ to protect the rights of those citizens who are unable, for whatever reason, to attend all segments of the meeting; and
- ♦ to assure that the will of the majority of those present and voting is secured.

I encourage you to participate in this treasure of New England.....

TOWARD A BETTER UNDERSTANDING OF TOWN MEETING

Town Meeting participation demands a commitment of time, energy, effort, imagination, a sense of humor, intelligence, a dose of common sense, fair play and a deep appreciation of self-government - rare commodities, perhaps, but if they can't be found at Town Meeting, where are we to look?

WHY TOWN MEETING

Town Meeting is the legislative and policy making body of the Town. It convenes, at least annually at the time and place designated by the Select Board. It considers and adopts an operating budget, and considers other matters which require Town Meeting action such as zoning changes, street acceptances, bylaw additions and amendments, or any other matter which affects the Town.

TOWN MEETING PROCEDURES

Town ByLaws specify few procedures. The Town Meeting Improvements Study Committee has reviewed the most common procedures used in the past and suggest the following:

ARTICLES - All articles presented for consideration must be moved and seconded. A voter may be recognized by standing and saying "Mr. Moderator" or "Madam Moderator." Before making any remarks the speaker must give name and address. All articles shall be taken up in the order in which they appear in the warrant.

BUDGET - Questions on the budget are encouraged. A voter may address the Moderator on any line item in the finance committee report. Amendments can be offered and will be voted on individually.

PRO & CON MICROPHONES – The Moderator will introduce the use of pro and con microphones for articles that the Moderator judges may benefit from this procedure.

AMENDMENTS & MOTIONS - Amendments must be presented to the Moderator in writing (three copies). After discussion on the amendment the Moderator calls for a vote on the amendment only. If passed the original motion as amended is voted upon. Amendments to amendments are usually ruled out of order. Motions or amendments which differ materially from that printed in the warrant must be given to the voters in writing at the time of consideration, or shown on a screen readable by all voters. Motions to table are used rarely.

VOTING REQUIREMENTS – Most motions require a majority vote to carry. The Moderator will clarify the type of vote needed to pass an article as the meeting moves along. All bonding articles, zoning articles and eminent domain considerations require a two-thirds (2/3) vote.

DECLARING THE VOTE - The Moderator may decide the sense of the meeting by a voice vote. If in doubt, or, if the decision is questioned, a standing vote may be called for. A voter may request a standing vote.

PRIVILEGED MOTIONS - A speaker may be interrupted only for a point of order, a question of the legality of a motion, or a question to clarify information.

PREVIOUS QUESTION, RECONSIDERATION AND DISPLAY - Previous question is a formal motion which, if passed, cuts off debate. The motion is not debatable. It is allowed when in the Moderator's judgment the matter has been adequately discussed. Reconsideration is rarely used and only to correct an oversight or an illegality. Voters who wish to show slides or present other visual material should make arrangements before the meeting. The Town Clerk or Town Manager can advise. An ombudsman is present to assist voters in wording amendments or to answer questions on procedures.

TOWN MEETING PROCEDURES (cont.)

ADJOURN/DISSOLVE - A meeting may adjourn to a later time and a different place, but when a meeting is dissolved it is finished. A meeting may not be dissolved until every article in the warrant has been acted upon.

TOWN MEETING MEMBERS

All registered voters may participate in Andover's Open Town Meeting. Participants display prominently ribbons or badges which are given out at the beginning of the meeting and returned at its conclusion.

The business of the meeting is contained in the warrant (warning) and includes all matters on which the Town must act. Articles are inserted in the warrant by the Select Board and by Citizen Petition. The order is determined by the Select Board.

THE MODERATOR - Presides over and conducts the meeting. This is an elected position.

TOWN CLERK - Is the chief election official, custodian of the Town's records, and recording secretary of the meeting.

SELECT BOARD - (5) Elected policy making body, appoints Town Manager and compiles the warrant.

TOWN MANAGER - Appointed by the Select Board, the Manager prepares the budget and submits it to the Selectmen and the Finance Committee on or before a date certain. A voter may direct questions to the Manager relating to the budget or to warrant articles.

FINANCE DIRECTOR - Has primary responsibility for the budget, reports to the Town Manager, and is an information resource at the meeting.

FINANCE COMMITTEE - (9) Appointed by the Moderator, it reviews the budget, makes recommendations on all financial matters, prepares and distributes to all Andover households a printed report of its recommendations and other relevant information to assist Town Meeting in making final decisions.

SCHOOL COMMITTEE - (5) Elected and responsible for the operation of the educational system, prepares the school budget, appoints the Superintendent and defines educational philosophy and policy.

SUPERINTENDENT OF SCHOOLS - Chief executive officer for implementing school committee policy and directives.

TOWN COUNSEL - Chief legal officer and legal advisor to the Town Meeting.

PLANNING BOARD - (5) Appointed by the Town Manager with the approval of the Select Board, it advises Town Meeting on a range of planning and zoning matters.

CONSERVATION COMMISSION - (7) Appointed by the Town Manager as custodian of Town owned conservation land. It recommends land acquisitions to the Meeting.

GREATER LAWRENCE TECHNICAL SCHOOL - (1) Member elected as Andover representative to that school's committee and explains Andover's share of operating costs.

STATUTORY CONSTRAINTS ON TOWN MEETING
(Refer to Chapter 39 of the General Laws for Precise Wording)

The annual Town Meeting shall be held in February, March, April, or May, unless otherwise directed by Executive Order of the Governor of the Commonwealth of Massachusetts.

The Select Board shall insert in the warrant all articles requested in writing by ten or more registered voters. The warrant shall be published and posted at least seven days before the meeting stating the time and the place of the meeting and the subjects to be acted on.

The Town may by bylaw establish the number of voters to constitute a quorum.

A Moderator must be elected to preside over the meeting, regulate proceedings, decide all questions of order and make public declaration of all votes. If a vote is questioned by seven or more voters, statute requires a standing vote. If the statutes require a standing vote the count shall be taken and the result shall be recorded by the Clerk. If the vote is unanimous the count need not be taken and the Clerk shall so record it.

No person shall address a Town Meeting without leave of the Moderator and all persons shall, at the request of the Moderator, be silent.

BYLAW CONSTRAINTS ON TOWN MEETING

MEETINGS - The annual Town Meeting for the election of officers shall be held on the fourth Tuesday in March, each year. Andover has regularly adjourned its Town Meeting after the election to a later time for consideration of the rest of the Warrant. Special Town Meetings may be held at such times and places as the Select Board may designate. Any meeting may be adjourned from time to time to any place in the Town.

WARRANTS - Attested copies of the Warrant shall be posted in or on the Town Hall and in at least one newspaper of general circulation within the Town fourteen days or more before the date of the meeting. The warrant for insertion of articles shall be open for not fewer than thirty-five consecutive calendar days, but the Select Board may reopen the warrant if required.

ANNUAL TOWN REPORT - At least seven days before the annual meeting the Town Manager shall make available to all registered voters an annual report. A summary of the report shall be delivered to each Andover household at least seven days before the Annual Meeting, or may be included in the Finance Committee's Report.

VOTE BY BALLOT - A motion for a secret ballot is in order and requires approval of 25% of those voting.

ADMISSION OF OTHER THAN REGISTERED VOTERS - **Only residents who are registered voters are allowed in the voting sections of Town Meeting.** Unregistered voters and non-residents may request admission by submitting their names and addresses to the Moderator through election officials at the entrance of Town Meeting. They may be admitted by a majority vote of those present. The Moderator shall designate a place set apart from the general assembly where such persons may sit. The Moderator shall also set apart a space where accredited representatives of the press shall sit.

DISCLOSURE OF INTEREST - Any person having a monetary or equitable interest in any matter under discussion at any Town Meeting or employed by another having such an interest shall disclose the fact before speaking thereon.

TWO-THIRDS VOTE – On matters requiring a two-thirds (2/3) vote by statute, a count need not be taken unless the vote so declared is immediately questioned by seven or more voters as provided in General Laws Chapter 39, Section 15. Before considering another warrant article the Moderator shall ask if the two-thirds (2/3) vote is questioned.

SECTION IX

APPENDIX

LINKS TO RESOURCES

We have provided the list of links below to the www.andoverma.gov website and other sites for those of you who would like more in-depth information on budget and capital improvement matters.

<i>Links to Resources and Documents</i>	
Town of Andover Charter and Bylaws	www.andoverma.gov/charter
Town of Andover FY2021 Budget	www.andoverma.gov/FY2021Budget
Town of Andover FY2021 Capital Improvement Plan	www.andoverma.gov/FY2021CIP
Town of Andover FY2021	www.andoverma.gov/FY2021CIP
Andover Public Schools Budget Information	www.andoverma.gov/schoolbudget
Information on Proposition 2/ 1/2	www.andoverma.gov/prop2half
Andover Transparency	www.andoverma.gov/transparency
OPEB Valuations	www.andoverma.gov/OPEB
Retirement System Valuations	www.andoverma.gov/retirementvaluations
Preliminary Retirement Valuation	www.andoverma.gov/prelim2020
Comprehensive Annual Financial Reports	www.andoverma.gov/CAFR
Revenue and Expenditure Task Force	www.andoverma.gov/RevExpen
Annual Town Report	www.andoverma.gov/AnnualReport
Articles 29, 43, 44, 45, 46 – Zoning Bylaws	www.andoverma.gov/TownMeeting
Restore Andover	https://andoverma.gov/786/Restore-Andover
COVID19 Information	www.andoverma.gov/Coronavirus
Andover TV Video Archives	www.andovertv.org/videoarchive

REVENUE AND EXPENDITURE PROJECTIONS						
REVENUES	FY2020 RECAP	8/12/20 FY2021 PROJECTION	FY2022 PROJECTION	FY2023 PROJECTION	FY2024 PROJECTION	FY2025 PROJECTION
PROPERTY TAXES						
Prior year Tax Levy Limit	142,600,950	150,531,621	156,226,333	162,063,413	168,046,420	174,179,002
Annual Increase	3,565,024	3,763,291	3,905,658	4,201,585	4,201,161	4,354,475
Certified New Growth	4,365,647	1,931,422	1,931,422	1,931,422	1,931,422	1,931,422
Unused Tax Levy Capacity	(2,702,735)	(300,000)	(300,000)	(300,000)	(300,000)	(300,000)
TOTAL	147,828,886	155,926,333	161,763,413	167,746,420	173,879,002	180,164,899
ADDITIONAL PROP 2 1/2 PROPERTY TAXES						
Debt Service Exclusion (Existing)	3,859,110	3,601,449	3,068,924	2,740,312	2,344,818	2,257,739
Less Premium Adjustment	(76,121)	(71,339)	(64,965)	(58,586)	(52,209)	(45,832)
TOTAL	3,782,989	3,530,110	3,003,961	2,681,726	2,292,609	2,211,907
STATE AID						
Chapter 70 Education Aid	11,668,291	11,668,291	11,901,657	12,139,690	12,382,484	12,630,133
Charter Tuition/Capital Assessment Reimbursement	28,452	24,786	24,786	24,786	24,786	24,786
Reserve for Direct Expenditures (C/S Offsets)	46,721	46,696	46,696	46,696	46,696	46,696
Veterans Benefits	70,563	56,331	57,015	57,015	57,015	57,015
Vet, Blind, Surv Spouse Exempt	41,074	70,808	70,808	70,808	70,808	70,808
State Owned land	22,335	222,168	222,168	222,168	222,168	222,168
General Municipal Aid	1,897,423	1,935,371	1,974,079	2,013,560	2,053,832	2,093,109
TOTAL	13,975,879	13,986,503	14,258,501	14,535,242	14,817,517	15,105,438
GENERAL LOCAL REVENUES						
Motor Vehicle Excise	5,826,858	5,153,856	5,411,549	5,411,549	5,411,549	5,411,549
Licenses/Permits	2,400,000	1,800,000	1,890,000	1,890,000	1,890,000	1,890,000
Penalties/Interest	461,500	460,000	460,000	460,000	460,000	460,000
Fines	242,000	330,000	330,000	330,000	330,000	330,000
General Government	327,071	300,000	300,000	300,000	300,000	300,000
Fees	59,850	80,000	80,000	80,000	80,000	80,000
Investment Income	631,260	441,888	441,888	441,888	441,888	441,888
Meat's Tax	565,345	424,009	500,000	589,000	589,000	589,000
Hotel/Motel Excise	1,793,321	1,344,991	1,600,000	1,893,000	1,893,000	1,893,000
Medicaid Reimbursement	366,924	386,617	386,000	386,000	386,000	386,000
Miscellaneous/PILOTS	412,000	415,000	425,375	436,000	446,910	458,082
TOTAL	13,086,138	11,136,361	11,824,812	12,217,446	12,228,346	12,239,519
OFFSET LOCAL REVENUES						
Community Services	583,510	593,510	593,510	593,510	593,510	593,510
Youth Services	4,482	25,000	25,000	25,000	25,000	25,000
Elder Services	106,000	106,000	106,000	106,000	106,000	106,000
Municipal Facilities	80,000	80,000	80,000	80,000	80,000	80,000
Spring Grove Cemetery	60,000	60,000	60,000	60,000	60,000	60,000
Police Off-Duty Fee	90,000	90,000	90,000	90,000	90,000	90,000
Ambulance	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000	1,350,000
TOTAL	2,273,992	2,304,510	2,304,510	2,304,510	2,304,510	2,304,510
ENTERPRISE FUNDS						
Water and Sewer Rates and Operating Reserves	14,686,689	15,797,666	16,379,885	16,810,184	16,981,170	16,999,920
TOTAL	14,686,689	15,797,666	16,379,885	16,810,184	16,981,170	16,999,920
OTHER AVAILABLE FUNDS- BUDGET						
Off-Street Parking Fund (Operating Budget)	140,073	210,656	145,000	145,000	145,000	145,000
Cable - Technology P&I	235,850	189,000	122,000	-	-	-
Cemetery Perpetual Care	6,000	6,000	6,000	6,000	6,000	6,000
Anderson Youth Foundation	30,000	30,000	30,000	30,000	30,000	30,000
CDXP Wetland fees	25,000	25,000	25,000	25,000	25,000	25,000
TOTAL	436,923	460,656	328,000	206,000	206,000	206,000
OTHER AVAILABLE FUNDS- ARTICLES						
Cable IT	372,870	200,000	-	-	-	-
Cable Operating	377,108	-	-	-	-	-
Water/Sewer Reserves and Articles	885,000	975,000	875,000	900,000	1,435,000	1,410,000
Water/Sewer Reserves Operating	48,807	1,114,357	1,132,140	1,113,092	1,211,562	1,852,663
Overlay Surplus	32,000	20,000	-	-	-	-
Parking Funds	40,000	-	-	-	-	-
Elder Service Stabilization Transfer	700,000	-	-	-	-	-
Debt Re-Purpose	415,243	-	-	-	-	-
Columbia Gas Settlement	19,190,250	-	-	-	-	-
Bond Premium Stabilization	100,000	100,000	100,000	100,000	100,000	100,000
TOTAL	22,161,278	2,409,357	2,107,140	2,113,092	2,746,562	3,362,663
FREE CASH						
Capital Projects Articles	-	-	-	-	-	-
Operating Budget	2,610,000	3,428,870	-	-	-	-
Other Articles	-	-	-	-	-	-
TOTAL	2,610,000	3,428,870	-	-	-	-
* GRAND TOTAL REVENUES *	220,842,774	208,980,366	211,970,222	218,614,620	225,455,717	232,594,856
INCREASE OVER PRIOR YEAR	14.00%	-5.40%	1.40%	3.10%	3.10%	3.20%

PROJECTION WITHIN PROP 2.5% WITH UNBALANCED BUDGET						
	FY20	FY21	FY22	FY23	FY24	FY25
	RECAP	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Prior Year Levy	142,600,950	150,531,621	156,226,333	162,063,414	168,046,421	174,179,003
2.5% Increase	3,565,024	3,763,291	3,905,658	4,051,585	4,201,161	4,354,475
New Growth	4,365,647	1,931,422	1,931,422	1,931,422	1,931,422	1,931,422
Unused Levy Capacity	(2,702,735)	(300,000)	-	-	-	-
Override			-	-	-	
Exempt Debt Service	3,782,989	3,530,110	3,003,961	2,681,726	2,292,609	2,211,907
Total Property Taxes	151,611,875	159,456,443	165,067,375	170,728,146	176,471,612	182,676,807
State Aid	13,975,879	11,273,360	11,491,095	11,712,488	11,938,308	12,168,645
Local Receipts	13,086,138	11,136,361	11,824,812	12,217,446	12,228,346	12,239,519
Free Cash Flow for CIP & Articles	2,610,000	4,028,870	-	-	-	-
Other Revenues	2,151,642	2,162,092	2,154,315	2,093,532	2,156,820	2,222,258
TOTAL REVENUES	183,435,534	188,057,126	190,537,597	196,751,612	202,795,086	209,307,229
Total Debt/Obligations/Capital	55,398,180	56,618,038	57,487,219	60,068,325	63,471,798	67,686,255
Town	42,107,546	42,999,176	44,181,653	45,396,649	46,645,057	47,927,796
School	85,854,808	88,362,017	91,675,593	95,113,427	98,680,181	102,380,688
KG offset	75,000	77,895	77,895	77,895	77,895	77,895
Total Appropriations for Operations	128,037,354	131,439,088	135,935,141	140,587,971	145,403,133	150,386,378
TOTAL APPROPRIATIONS	183,435,534	188,057,126	193,422,360	200,656,296	208,874,931	218,072,633
BALANCE	0	0	(2,884,763)	(3,904,684)	(6,079,844)	(8,765,405)
Total Levy	147,828,886	155,926,333	162,063,414	168,046,421	174,179,003	180,464,900
Annual Increase		5.48%	3.94%	3.69%	3.65%	3.61%
PROJECTION WITH OVERRIDE TO MEET LONG RANGE FINANCIAL PLAN BALANCED BUDGET						
	FY20	FY21	FY22	FY23	FY24	FY25
	RECAP	PROJECTION	PROJECTION	PROJECTION	PROJECTION	PROJECTION
Prior Year Levy	142,600,950	150,531,621	156,226,333	164,948,176	171,951,105	180,258,848
2.5% Increase	3,565,024	3,763,291	3,905,658	4,123,704	4,298,778	4,506,471
New Growth	4,365,647	1,931,422	1,931,422	1,931,422	1,931,422	1,931,422
Unused Levy Capacity	(2,702,735)	(300,000)	-	-	-	-
Override			2,884,763	947,802	2,077,543	2,533,565
Exempt Debt Service	3,782,989	3,530,110	3,003,961	2,681,726	2,292,609	2,211,907
Total Property Taxes	151,611,875	159,456,443	167,952,137	174,632,830	182,551,456	191,442,212
State Aid	13,975,879	11,273,360	11,491,095	11,712,488	11,938,308	12,168,645
Local Receipts	13,086,138	11,136,361	11,824,812	12,217,446	12,228,346	12,239,519
Free Cash Flow for CIP & Articles	2,610,000	4,028,870	-	-	-	-
Other Revenues	2,151,642	2,162,092	2,154,315	2,093,532	2,156,820	2,222,258
TOTAL REVENUES	183,435,534	188,057,126	193,422,360	200,656,296	208,874,931	218,072,634
Total Debt/Obligations/Capital	55,398,180	56,618,038	57,487,219	60,068,325	63,471,798	67,686,255
Town	42,107,546	42,999,176	44,181,653	45,396,649	46,645,057	47,927,796
School	85,854,808	88,362,017	91,675,593	95,113,427	98,680,181	102,380,688
KG offset	75,000	77,895	77,895	77,895	77,895	77,895
Total Appropriations for Operations	128,037,354	131,439,088	135,935,141	140,587,971	145,403,133	150,386,378
TOTAL APPROPRIATIONS	183,435,534	188,057,126	193,422,360	200,656,296	208,874,931	218,072,633
BALANCE	0	0	-	0	(0)	0
Total Levy	147,828,886	155,926,333	164,948,176	171,951,105	180,258,848	189,230,305
Annual Increase		5.48%	5.79%	4.25%	4.83%	4.98%

TOWN OF ANDOVER

TOWN MEETING PROCEDURE AT A GLANCE

To do this...	You say this.....	May you Interrupt Speaker?	Must you Be Seconded?	Is the Motion Debatable?	What vote is required?
Request Information	Point of Information	Yes	No	No	No Vote
Complain about noise, sound, general room conditions, etc....	Point of Privilege	Yes	No	No	No vote
Object to procedure or personal affront	Point of order	Yes	No	No	No vote Chair decides
Introduce Business (<i>a primary motion</i>)	I move that.....	No	Yes	Yes	Majority
Ask for a vote count to verify a vote	I call for a standing count...	No	No	No	No Vote
Amend a motion	I move to amend this motion	No	Yes	Yes	Majority
End Debate <i>Can be denied by Moderator at his/her discretion</i>	I move the question	No	Yes	No	2/3 vote
Reconsider something already disposed of	Meeting only reconsiders a vote if an error has occurred				Chair corrects with proper vote
Recess the meeting	I move that we recess until....	No	Yes	No	Majority
Adjourn the meeting	I move we adjourn	No	Yes	No	Majority

*Town of Andover
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Andover, MA 01810*

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PLEASE BRING THIS REPORT WITH YOU TO TOWN MEETING

**Saturday, September 12, 2020
9:30AM**

WEST MIDDLE SCHOOL OPEN AIR TENT